

Internship - Project Assistant - Fluency in Czech m/f

The European Landowners Organization (www.elo.org) based in Brussels, represents the interest of private landowners and land managers. As such it is actively involved in agriculture and environment policies among others, organises events linked to these core areas and participates in EU-funded projects. To strengthen our project team we are looking for a m/f Project Assistant.

Job Purpose

The Project assistant works together with the project(s) team(s) to ensure it is delivered to the highest standards.

Job Description

The position is based in Brussels covering the following tasks:

- Support projects in the sector of agriculture and environment;
- Ensure contractual deliverables are submitted to the highest standards;
- Manage internal and external expectation
- Secure a good relationship with internal and external stakeholders;
- Secure a positive and professional image of ELO;

Profile

- University degree in environment, EU policy or equivalent first experience
- Fluency in Czech and English or French;
- Good organisation, rigorous, attention to detail;
- Good understanding of institutional communication
- Understanding of budgets and financials;
- Good interpersonal skills;
- Flexibility, creativity, initiative;
- Team-player, commercially-oriented, self-starter, deadline-driven;

Remuneration

ELO will contribute a lump sum to the costs of settling and working in Brussels

Contact Details

Interested candidates should send their CV with a motivation letter by email to legal@elo.org