

Job description for Administrative & Communication Assistant

“Schools for All – Integration of the Refugee Children in Greek Schools”

Position: 50%

Type of contract: Consultancy contract

Duration of assignment: 15 Sept 2023 – 29 February 2024 with a possibility of extension

Place: Greece

Background:

The European Wergeland Centre (EWC) in cooperation with the Hellenic Ministry of Education and Religious Affairs is implementing 4-year project Schools for all - [Integration of Refugee Children in Greek Schools](#) 2019-2023 supported by the EEA/Norway Grants. The main objective of the project is that refugee children are integrated in Greek schools which are safe and inclusive for all. Through the project, school directors and teachers are trained to create safe and inclusive schools and classrooms where refugees are welcomed into a learning environment which aims to provide quality education to all.

Objective and scope of work:

The EWC is looking for an administrative and communication assistant for a 50% position with flexibility regarding working hours. The assistant will be working closely with the national coordinator for the project “Schools for All” and perform the following tasks:

- Communication with and support to the schools and regional trainers (regarding meetings, travelling, certificates, etc);
- Communication with the travel agency regarding travelling arrangements;
- Contribution in communication activities (Facebook page updates (at least one per week), project’s website page (WordPress), promotion of online events, etc.);
- Assisting in preparation to the project activities such as trainings, workshops, regional academies, etc; (communication with the core team of trainers & other participants, arrangements regarding venue, catering, materials needed, etc. Some travelling in Greece might be expected.)
- data collection for reporting from regional trainers' report
- contribute to regular project reports and taking care of the media reporting
- participation in some team meetings (biweekly), EEA Grants community meeting, communication EWC meeting
- Other administrative support to the project team

Required qualification and expertise:

- Native/fluency in written and spoken Greek;
- Fluency in written and spoken English;
- Good interpersonal and communication skills;
- Computer literacy in standard software applications;
- Bachelor degree is required;
- Relevant professional work experience is a plus;
- Based in Greece and ideally in Athens.

Payment

The monthly fee will be up to EUR 700-900 based on qualifications and experience.

*All received applications are subject to disclosure to the donor, so if you wish that your personal information is not shared with the donor or audit bodies, please indicate so in your application letter.

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Ministry of Education,
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Application procedure:

Qualified and interested candidates are invited to apply by sending CV and application letter*in English to d.katsamori@theewc.org by **10.09.2023**. Relevant candidates will be contacted for interview. Successful candidate will be selected according to the qualification criteria in a fair and transparent manner in line with official regulations.

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