



for a living planet®

JOB DESCRIPTION - INTERNSHIP

Position title: Office Assistant (intern)

Reports to: Office/Project Assistant

Date: September 2019

I. Major functions:

With the new Parliament and Commission, we are looking for someone who has an interest in the environment and European Politics and who likes dealing with a wide variety of people languages and cultures.

The principle responsibility will be to ensure that meetings held in our offices run smoothly. We run over 100 meetings a year, bringing together stakeholders from across the WWF global network and our partners to push for strong environmental legislation. You will support the logistics for these meetings and make people feel welcome; you will also work in close collaboration with the current Office/Project Assistant.

Both positions represent the face of WWF and are responsible for setting a great first impression in line with WWF core values. Aside from supporting and managing the overall logistics and booking of internal and external meetings, the Office Assistant (intern) will also support the operations team in the smooth functioning of the office.

II. Major Duties and Responsibilities:

- Works in close collaboration with the current Office/project Assistant; manages and supervises the overall logistics, coordination and booking of internal and external meetings;
- Full back up of the current Office/project Assistant in her absence;
- Ensures meetings run smoothly and that the kitchens and meeting space on ground floor are always tidy and meeting rooms ready to use;
- Orders green stationary supplies and equipment, kitchen supplies and caterings for meetings;
- Supports other units in their daily work (events, research, travel bookings etc);
- Supports the finance officer in audits preparation and filing;
- Supports and promotes the WWF EPO Greening the office project;
- Coordinates exchange of information with the building receptionist on ground floor;
- Participates to operations meetings and monthly staff meetings.

Depending on interests, the Office Assistant (intern) will also be able to support and learn about the wider work carried out in our offices. This could include supporting advocacy campaigns on water, biodiversity, finance, climate, or sustainable development or more practically supporting accounting and finance prepare for project audits.

III. Profile:

Required skills and competences:

- Fluency in English, and French and/or Dutch. Other EU languages an asset;
- Good communication skills and warm personality;
- Some basic experience in a similar function;
- Proficiency in standard Microsoft Office software package;
- Basic communication and financial skills;
- Strong organizational skills; autonomous, accurate and high attention to detail;
- High level of personal initiative, team spirit and ability to face several tasks under pressure are a must;
- Adherence to WWF's values which are: Knowledgeable, Optimistic, Determined and Engaging.

IV. Working Relationships:

Internal and external : all staff and visitors.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Approved by Director: _____ Date: _____

Accepted by intern: _____ Date: _____