



**For its Strasbourg office, the Conference of European Churches is recruiting a Part-time Administrative Assistant (75%) as from 1 February 2018**

**Tasks:**

- Provide administrative and logistical assistance
- Coordination and organising meetings and symposiums in Strasbourg and abroad
- Administrative and daily financial management in contact with accounting department
- Preparation of publications (proof reading, layout)

**Skills:**

- Fluent in French and English, good knowledge of German
- Plan and follow up activities of the responsibilities of the Strasbourg office
- Current office tools and new information and communication technologies
- Experienced in drafting letters and administrative documents,
- Basic knowledge of day to day book-keeping

**Profile:**

- Particular interest in ecumenical and European issues and Member Churches of CEC
- Capacity to work in an independent, organised and structured manner
- Sense of hospitality and Interpersonal skills in a multicultural environment Ability to work in team and networks

**Other:**

- Part-time to be spread about a minimum of four days a week
- Occasionally overseas travel and flexible schedules

**We offer:**

- Pleasant working atmosphere in a small team
- Large operational autonomy
- European working environment
- Competitive salary package ("Animation" collective agreement)

**Please send your application preferably by email (CV + letter of motivation) in French and English by the 21 January 2018 to the following address:**

**Pasteur Soeren Lenz - slenz@cec-kek.be**

**Conference of European Churches**  
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