



COMMUNICATIONS & OPERATIONS ASSOCIATE (28-32 HOURS PER WEEK)

Closing date: 15 JUNE 2018

ABOUT EQUILEAP

Equileap is a not-for-profit organisation that aims to accelerate gender equality in the workplace. We believe that positive economic change for a more equitable world will happen faster if companies become more transparent on how they treat both male and female employees. This is why we leverage the power of investments, knowledge and donations to accelerate gender equality in the workplace, from board rooms to the supply chain. We encourage private and institutional investors to diversify their portfolios with our unique set of data and financial products on gender equality. We also provide key information and organize thematic events to increase overall gender awareness and support companies in their good practices.

THE ROLE

We are seeking a motivated Communications and Operations Associate to contribute ideas and knowledge in shaping and growing our organisation. This is a double role to help with both our communications activities as well as our internal procedures and operations. This position is located at our offices in Amsterdam.

You will join a small team of high-energy and dedicated individuals with different cultural backgrounds and a common goal: to accelerate gender equality around the world. This is a position for someone with a strong work ethic, enthusiasm, an eye for detail, interest in gender equality and a desire to work for a social purpose organisation. We are looking for someone with a hands-on attitude able to work in a start-up environment.

You will support Equileap with its overall communications and also support the further growth of our organisation. You'll work closely with our external PR and marketing partners. You'll be responsible for creating and implementing communications plans, help boost our media coverage, support management team members with administration and communication activities.

RESPONSIBILITIES AND TASKS

- Help prepare and coordinate internal and external meetings & presentations
- Draft communications and marketing materials and keep different documents and presentations updated
- Help draft web and social media content and keep our website updated
- Produce donor/client communications materials & research potential donors

- Respond to inquiries from donors, clients and general public and resolve issues with tact and sensitivity
- Plan and organise events for our stakeholders
- Anticipate the needs of the team and effectively resolve admin and operational issues before they arise
- Be responsible for our document management system and version management
- Help with financial administrative process/ work
- Provide administrative support/ tasks when needed including office supply arrangements and resolve logistical/ maintenance and facility issues

EXPERIENCE AND SKILLS

Essential:

- BA / BS degree or equivalent work experience
- Proactive and with strong work ethics
- Highly organised with an ability to prioritize, multi-task and switch-tasks throughout the day or at short notice
- Strong attention to detail, high level of accuracy and thoroughness in writing and work delivery
- Ability to work in the high pressure and fast moving environment of a start-up
- Superior customer service orientation and skills
- Strong computer skills (Microsoft Word, Excel, Power Point, Mailchimp, Twitter and other social media)
- Ability to successfully interact with individuals at all levels of an organization
- Ability to work in an international environment with people of different backgrounds
- Ability to work independently, deliver to deadlines, and report back on a regular basis
- Superior verbal and written communications skills in Dutch and English

Desirable:

- MA degree
- Affinity/ experience working with gender equality issues
- Experience in a corporate environment
- Ability to read/speak other languages always a plus

HOW TO APPLY

If you are interested in the position, please send (1) a 1-page cover letter (in Dutch or English) summarizing your expertise, skill and interest and (2) a max 2-page CV by e-mail to Diana van Maasdijk, Executive Director of diana.van.maasdijk@equileap.org

We promote flexible work arrangements and welcome applicants regardless of their age, gender, ethnicity, disability, or sexual orientation.

Closing date for applications: **15 June 2018**