

We are looking for our new Programme Assistant

Join our team!

Application submission deadline: January 15th 2023 | Desired starting date: 6th February 2023

Interviews: 23-24 January 2023

The Heinrich Böll Stiftung Thessaloniki Office-Greece is looking for a Project Officer to support its work in the field of Migration. The successful candidate will contribute to our work [in this thematic area](#).

About the role

The points below will help you better understand this role within the everyday working reality:

- Join our Migration Hub in the region of Southeast-Europe (Greece, Turkey, Western Balkans and the Mediterranean)
- Work closely with our Head of Programme
- Receive, shape and co-develop project proposals in the respective fields
- Prepare and support project content and reports
- Take care of financial administration of programme
- Participate in the relevant international platforms of the Foundation and keep track of the content produced within them
- Organise events (digital and physical)

About you

Although we don't believe there is just one path to reach your destination, here are some skills that would make your integration to our team easier:

- University degree and minimum 2 years of professional experience on these or relevant issues
- Good project management skills
- Excellent knowledge of English and Greek (oral and written). Knowledge of German and/or any other relevant language in the region will be considered an asset. Our main working language is English.
- Excellent IT skills (use of Microsoft Office suite as well as tools for online cooperation such as Slack, Cloud based solutions etc.)
- Strong interest in migration policies and the situation of people on the move in the region
- Good interpersonal skills
- Ability to work independently but also in good coordination with a team
- Experience in event organisation (concept, putting together a suitable speakers' lineup, reporting) desired.

What we offer

We offer a full-time position on a limited time contract until 31.12.2024 with a possibility for extension. Along with a competitive salary, we offer the chance to work as part of a dynamic international network with many opportunities for personal development and vocational training as well as part of an agile and friendly team.

How you can apply

Please submit your application *in English* to [Neda Noraie-Kia](#) in a **single PDF document** that includes your **CV (max. 2 A4 pages) along with a motivation letter** of up to 400 words **until January 15th 2023, 6 PM.**

You need to know

- Heinrich Böll Stiftung is committed to combatting sexual exploitation, abuse and harassment and implement a policy for Protection against Sexual Exploitation, Abuse and Harassment (PSEAH).
- We particularly welcome the application of people with migration history and people with disabilities.

More about us

- **The Heinrich Böll Foundation is** a German political foundation close to the party Bündnis 90 / Die Grünen. It stands for green ideas and projects, is a reform policy workshop for the future and an international network. We work with more than one hundred partner projects in 60 countries and currently have offices in 33 countries.
- **The foundation's office in Greece is based in Thessaloniki since 2012.** Our programme intends to advance democracy and democratic governance, the protection of human rights, promote political dialogue, develop new concepts and practices towards a socio-ecological transformation of the economy focusing on energy transition and social solidarity economy. We also place particular emphasis on gender democracy and intercultural inclusion aiming at the emancipation and the granting of equal rights to all social groups facing discriminations and the risk of social exclusion.