



Volunteer position at ECPM head office in Amersfoort, The Netherlands

Event Manager Assistant

Are you looking to gain knowledge and experience in how European politics and a political party works? Then you should join us!

The European Christian Political Movement (ECPM) is a European political party gathering almost one hundred parties, individual members of (European) parliament and non-profit organizations from all over Europe.

We are the only European political party that aims to reflect and work on Christian-democratic politics in Europe from an explicitly Christian-social point of view.

We are looking for somebody to assist our Manager of Events and Administration for a few hours every week.

Your main tasks will include:

- Updating the ECPM members database
- Contacting members to either gather or relay specific information
- Processing paperwork relating to the organisation of events: project proposals, contracts, financial reports, receipts, etc.
- Drafting event checklist
- Contacting partners and vendors
- Assistance on the day of the event (could take place in the European Parliament or somewhere else in Europe. Availability to travel is necessary.)

What you will learn here:

- how the EU actually works, especially the European Parliament
- how Christian parties around Europe work, from very small ones to larger ones: their struggles, their strategies, and their way of thinking
- how to plan a political event from A to Z
- how to manage EU subsidies and to ensure event compliance
- how to adapt to working with people from different cultures
- how to organise your work

What we offer

- a monthly stipend of €150 and travel costs reimbursement
- possibility to visit several places in Europe
- possibility to visit our Brussels office and sometimes the European Parliament
- flexible working hours

You are:

- An active Christian
- Student or graduate
- Able to use Office Word, Excel and PowerPoint and Microsoft SharePoint
- Proficient in English (and Dutch, preferably)
- well organised but also creative
- flexible in your working hours
- living nearby Amersfoort, the Netherlands

For more information and to submit your application, please email us at office@ecpm.info