



Program and operation assistant
Part time. Starting in March 2020

Vision and mission

Our vision is to offer each child in Belgium an education system that develops his full potential.

Be education was created in 2019 by a philanthropic foundation in partnership with front-line actors. Our mission is to support citizens' initiatives and create an ecosystem that fosters innovation and collaboration to transform education in Belgium.

We offer coaching, training and connexions to a group of changemakers initiatives in the education sector.

Role and responsibilities

As the program and operation assistant you will join a small growing team and report directly to the CEO.

Your role and responsibilities will be:

Program and network management:

- Network management (admin, selection process, communication and wellbeing)
- Cocreation of workshops and animations for the network: need analysis, trainings, best practice sharing, conferences, partnership management
- Sector monitoring
- Conception of mapping, tools and other useful resources for the network
- Assess Be education activity and member's satisfaction, conduct impact measurement and prepare reports

Communication and events:

- Supervise our external communication: website, newsletter, social networks, annual reports and any other coms activities
- Create and develop new communication support and tools (handouts, brochures, etc.)
- Carry on strategic communication campaigns about our networks

Admin

- Contact and network management
- Contribute to any admin and finance tasks

Ideal profile

- Master's degree level
- Excellent interpersonal, communication and time-management skills.
- Self-starter with ability to work productively, proactively and independently.
- Organized and detail oriented.
- You have a first experience in project management in an entrepreneurial environment, a start-up or a charity

- You're comfortable within a small team. You're a problem solver, you take initiatives and are in a continuous improvement mindset
- Fluent in French and Dutch
- Other skills: WordPress, Mailchimp, Social media and Office

What we offer:

- A meaningful job within a community of leading changemakers in the education sector
- An opportunity to work in a small team and to take on different responsibilities and learn continuously
- A chance to express your creativity
- An opportunity to participate in the 10+ trainings organised by Be education every year
- A salary in line with the sector and a part time flexible job

Would you like to join us?

Please send you CV and a short cover letter to: margot@beeducation.be