



s a l l u x | Bergstraat 33 | 3811 NG Amersfoort | The Netherlands

# Vacancy for Administrative Coordinator

## Sallux | ECPM Foundation

Sallux ([www.sallux.eu](http://www.sallux.eu)) is an association that acts as a political foundation for the European Christian Political Movement ([www.ECPM.info](http://www.ECPM.info)) a European political party with 5 MEP's represented in the European Parliament. Sallux supports and underpins the ECPM, especially in terms of political content through pan-European cooperation and the introduction of analysis, ideas and policy options. Sallux means "Salt and Light". *We wants to spark a salted debate where needed and shed light on the issues we face.* We present solutions by organising events, throughout Europe, and distributing relevant publications. Sallux will shine its light specifically on the following topics: (human) life, family, the EU (institutions vs people), the economy, society, freedom, the environment and global problems.

Sallux has an unpaid board of 8 persons spread over Europe and a paid staff of two, the Managing Director and the Eventmanager. Sallux receives an annual grant from the European Parliament.

**Sallux is looking for an Administrative Coordinator to provide overall (administrative) support to our office and keep the office up and running.**

The main purpose of this position is to have administrative support for the other employees who are traveling abroad and have to be able to focus on the external operational tasks. The organisation will become more effective by having an efficient and trustworthy "Backoffice". This will increase the effectiveness of the organisations as a whole. This position combines many different tasks as mentioned below. The Sallux office is based in Amersfoort, the Netherlands. Sallux offers a part-time position for 16hrs. We prefer the candidate working four (half) days.

## Responsibilities

- **Board and foundation support**

The administrative coordinator will help prepare meetings of the board, the Advisory Panel (AP) and the General Members Assembly (GMA). S/he will be the first contact for all administrative questions for (board and AP) members.

- **Website and social media**

The administrative coordinator will be the person to post activity reports and articles on the Website or social Media. s/he will work closely with the event manager (responsible for the website), managing director and external writers.

- **Projects**

- The administrative coordinator is responsible for the administrative handling and follow-up on the projects (events and publications). For specific events it can be possible that the assistance of the administrative coordinator at the event location is required.

Bergstraat 33 | 3811 NG Amersfoort | The Netherlands

Tel: +31 33 3040012 |

[www.sallux.eu](http://www.sallux.eu) | [info@sallux.eu](mailto:info@sallux.eu)

Towards a **Relational Europe**



s a l l u x | Bergstraat 33 | 3811 NG Amersfoort | The Netherlands

- **Administrative tasks**

- Project support: budget control and cost declaration process
- Responsible for infrastructure (desks, room, computers etc.)
- Organizing an efficient (explorer) folder structure
- Responsible for invoices for sales and membership fees.
- Responsible for overlooking (scrutinising) regular staff expense declarations
- Prepares team meetings and write it's minutes
- Keeping track of the agenda, holidays and availability of staff
- Managing (stock) promotion materials, flyers and banners

- **Sales**

- Responsible for event sales (registration) / tickets (through website, third party and members)
- Administer publication sales through websites (and third party sales)
- Responsible for publications stock for events sales / own use
- Customer support: Communication through email / phone / FB Messenger

### **Requirements**

- A Christian identity, willing to undersign the [basic program](#) of the ECPM
- Hands-on attitude
- Flexible and multi tasking
- Excellent communication abilities (oral and written) in English, or willing to learn
- Communication abilities in other (European) languages are a plus
- Strong attention to detail
- Organizational skills
- Occasional travel abroad is required in support of other staff.

### **Payment**

Sallux is not a governmental organisation. But we follow the Dutch cao-rijksambtenaren. The function of Administrative coordinator is a scale 7 function. So you receive a gross salary of € 2.245 to € 2.926 for a full-time job. Above that there is a holiday allowance of 8% and a end-of-year payment of 8,3%.

If you have any questions, please do not hesitate to call Mr. Henk van der Veen (HR Services) on 06-3735 7045 or e-mail: [henk@henksfinance.eu](mailto:henk@henksfinance.eu). Your letter of application and resume should be send to Sallux attn: Mr Johannes de Jong Bergstraat 33, 3811 NG Amersfoort, Netherlands or to [finance@sallux.eu](mailto:finance@sallux.eu) before **March 20<sup>th</sup>**. The interviews are scheduled on **March 28<sup>th</sup>**.

Bergstraat 33 | 3811 NG Amersfoort | The Netherlands

Tel: +31 33 3040012 |

[www.sallux.eu](http://www.sallux.eu) | [info@sallux.eu](mailto:info@sallux.eu)

Towards a **Relational Europe**