

Documentary Association of Europe | **Admin Assistant**

We are growing our team and need your support!

The fledgling Documentary Association of Europe is looking for someone to support us with building and growing our network.

We are looking for a motivated Administrative & Executive Assistant to join us as soon as possible.

Who we are:

The Documentary Association of Europe was founded during the Berlinale in February 2020. It is primarily a member's network made up of professionals working in the non-fiction film industry with the goal of strengthening and growing their networks, creating an abundance of opportunities and protecting their interests on a pan-European and international level.

The second concern of the association is to create resources, programming and events to solidify these primary interests. Find out more about DAE at www.dae-europe.org

What we are looking for:

We are looking for a great communicator, who enjoys administrative work, has the ability to pay special attention to details, can handle spreadsheets and data, and is not afraid of numbers, learning or trying new things. Ideally you have some previous experience and are motivated to learn. Some of the tasks the position entails:

- Organising and coordinating communication with members (or similar stakeholders)
- Communicating with external specialist contact persons and institutions (finance authorities, accountant, tax adviser, etc.)
- Data entry and administration
- Processing, analysing and preparing presentations, data and reports.
- Updating and creating content for Wordpress page and social media channels
- Preparing accounting documents
- Coordinating of small (online/offline) meetings and events.

Your skills:

- Previous experience as a coordinator, administrative office assistant or executive assistant
- Good knowledge of Google Docs, spreadsheets, airtable, Zoom and other virtual and web-based tools
- Working knowledge of Wordpress, social media channels
- Strong organisational skills and able to work independently

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- German language proficiency and very good knowledge of English
- Good communication and team skills, attention to detail and accuracy
- Based in Germany.

What we offer:

- Initially a student or 450-Euro job with flexible working hours and location
- Diverse tasks and responsibilities as part of a young international team with the possibility of shaping a new position, **initially limited for 6 months.**
- The chance to participate in the setup of processes
- The possibility to travel, learn more about the international documentary scene and to attend festivals

If you are interested in this opportunity please send your most recent CV and a short motivation letter to marion@dae-europe.org by **15 April 2021**.