



EAST EUROPE FOUNDATION
is accepting applications for the position of
PROGRAM ASSISTANT

The Program Assistant (PA) will work closely with East Europe Foundation (EEF) program staff in all areas of managing EEF programs, with particular involvement in EEF grant making activity.

Reports to: President

Period of employment: 1 April 2011 – 31 December 2011, with possible extension

Main duties and responsibilities:

- Assist program staff in program implementation, monitoring and administrative issues;
- Assist program staff in organizing program related events;
- Assisting Grants Manager in verification of financial reports of EEF grantees;
- Holding site visits to potential EEF grantees;
- Maintaining the on-need basis correspondence with EEF current grantees;
- Perform additional duties as assigned by the relevant staff.

Main requirements:

- Bachelor degree in relevant field required;
- At least 1 year of work experience in the field;
- Strong computer skills are essential;
- Ability to manage multiple tasks but still remain detail oriented and follow directions;
- Excellent interpersonal skills, ability to communicate effectively;
- Fluency in Romanian, English and Russian is required.

Please submit your Cover Letter, CV, and contact details of two referees no later than **March 20, 2011** to resumes@eef.md with "Program Assistant" in the subject line. Only selected candidates will be contacted.

No phone calls please.

You can find more information about the East Europe Foundation programs at www.eef.md.