



NGO “Resource Center” is looking for a happy, creative, highly responsible and motivated individual who wants to join our team and help support the development of civil society and NGOs in Ukraine.

We are currently seeking to fill a **Project Assistant** position, reporting to the Project Manager. While the position is based in Kyiv it will require some interesting as well as less interesting travel within Ukraine.

Job Title:

Project Assistant, NGO “Resource Center”

Tasks and Responsibilities:

- Be positive
- Provide general assistance to all program activities
- Assist in the development of project materials
- Develop and challenge yourself
- Provide administrative and project support, for example, arranging meetings, travel, correspondence. Help to develop projects
- Provide logistical support for project events and maintain logistical support to project staff during travel
- Show interest in helping people, politics, civil society and want to make a difference
- Carry out other tasks as assigned

Qualifications:

- Detail-oriented and highly organized
- A positive attitude and never afraid of tackling new challenges
- Previous experience working within a NGO or International Organization is an asset
- Fluency in Ukrainian and Russian, professional English language skills
- University degree/final year student
- It helps if you like football to get along with the director, if you don't we will not tell him.
- A skilled communicator, both verbally and in writing
- Good computer and presentation skills

If you want to join our team, please send your CV and motivation letter with “Project Assistant” in the subject line to skryshtal@ngorc.org.ua no later than **April 7, 2019**