

HUMAN RIGHTS WATCH

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PLEASE POST (DATE May 21, 2010)

Part-Time (22 hours per week) Position Available: **ADMINISTRATIVE ASSISTANT**

**Development and Outreach Department
(Amsterdam Office)**

Deadline for applications: June 4, 2010

*Human Rights Watch (“HRW”) is seeking highly-qualified applicants for the position of
Administrative Assistant with the Development and Outreach Department.*

Description: The Administrative Assistant will provide professional support to ensure the smooth and efficient running of HRW’s presence in Amsterdam. Working in conjunction with the Amsterdam Director for Development and Outreach and HRW’s New York-based headquarters, responsibilities will include, but are not limited to: processing and tracking revenue transactions (donations); assisting with event coordination and organization; responding to public inquiries by email and telephone; organizing and handling mailings; performing general tasks such as stocking of office supplies, assisting with travel arrangements and follow-up; providing occasional desk-based research assistance; assisting with English-Dutch translations; and other tasks as assigned. The Assistant will be hired on a temporary basis of a zero-hour contract and the position requires a commitment of 22 hours per week. A July 1st start date is anticipated through to December 31st 2010.

Qualifications: The ideal candidate will have excellent academic and professional credentials and administrative experience in a demanding and fast-paced environment. Fluency in oral and written Dutch and English is essential. The applicant must have excellent organizational and administrative skills, superb interpersonal and communication skills, and must be able to work independently and as a member of a small Development team. S/he must be enthusiastic, reliable and detail orientated. The candidate must have a bachelor’s degree or a comparable diploma. **Applicants must have current Dutch work authorization.**

Salary and Benefits: HRW offers a salary of 1800Euro per month on the basis of full time employment and benefits according to Dutch law.

PLEASE APPLY IMMEDIATELY by emailing in a single submission: a letter of interest describing your interest in the position, your resume, three names or letters of reference, and an unedited writing sample **no later than June 4, 2010** to devjobs@hrw.org. Please use “Netherlands Assistant Ref DEV-10-1026-B” as the subject of your email. Only complete applications will be reviewed.

Human Rights Watch is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

Human Rights Watch is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.

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