

THE BROKER IS LOOKING FOR a Communication and Administrative Assistant Vacancy

We believe Knowledge Brokering is indispensable for creating a just world. In everything we do, we orchestrate the use of knowledge to ignite, spark and increase a positive impact.

The Challenge

We are looking for an energetic and dynamic new colleague to support The Broker's team in a versatile role for 36 hours a week. Together with one of our junior Knowledge Brokers, you will be a spider in our knowledge brokering web, supporting internal processes and taking on some of the communications work in knowledge brokering projects.

You will be working on day-to-day tasks like supporting the director in HR processes, managing our website and social media pages, but you will also be involved in strategic thinking about optimising our communications and carrying out our communications strategy.

Core Responsibilities

As an organisation, we believe in the concept of 'job carving' – no job/role is set in stone, but rather we divide and redivide responsibilities based on competencies, aptitude and interest as each employee develops.

Initially, we are looking for someone to support in the following areas of work:

1. Administration and HR:

- Oversee the entire employee journey, including contract management, appraisal cycles, and maintaining personnel files;
- Providing changes and updates for the monthly payroll administration to ensure seamless salary payments every month;
- Maintain accurate personnel records, monitor leave and absence, and support payroll processes in collaboration with external service providers (e.g., insurance and workforce management platforms);
- Act as the central point of contact for HR, administrative, and operational inquiries, ensuring smooth communication and coordination across the team

2. External Communications

- **Social Media Management:**
 - Develop and implement a social media calendar aligned with organisational goals;

- Create engaging, platform-specific content that highlights The Broker’s work, such as project updates, reports, and advocacy campaigns
- **Website Management:**
 - Maintain and update the website (WordPress), ensuring content (news, blogs, etc.) is fresh, relevant, and aligned with the organisation’s mission and values.
- **Newsletters:**
 - Design and distribute monthly newsletters to key stakeholders, showcasing updates, insights, and calls to action.
- **Strategic Communications**
 - Crafting and refining messaging that aligns with The Broker’s mission, vision, and services;
 - Developing materials that articulate the Theory of Change to both internal and external audiences

3. Internal Communications

- Establishing clear, streamlined communication channels within The Broker team;
- Maintain an organised and accessible system for internal documents and information, such as Google Drive;
- Provide IT support and manage the organisation’s digital tools and infrastructure

Who you are

- You are passionate about supporting The Broker’s mission: to support and amplify voices/knowledge of marginalised communities with innovative knowledge brokering methodologies;
- You know how to communicate inclusively and sensitively;
- You have a can-do attitude and don’t mind working on a wide variety of tasks — for example, because you are at the start of your career and want to experience different aspects of our field, or you are trying to get clarity on your next steps (e.g. making a career shift);
- You have a knack for organisation: you can keep an overview of the processes and needs of the organisation, even while juggling multiple responsibilities.
- You approach time management and prioritisation with flexibility and focus, ensuring you stay on top of things while maintaining a healthy work-life balance
- An interest in multi-stakeholder processes is required, experience in a multi-stakeholder environment a plus;
- You care about communications — you have a sharp and clear pen and enjoy editing texts;
- You are curious and creative, you know how to leverage effective storytelling to engage with different stakeholders;
- You are resilient and thrive in a fast-paced environment: The Broker is a caring, considerate employer but functions in a political climate under pressure;
- You are very much a team player but don’t mind doing work independently.

- Knowledge of — or an interest in — HR processes, laws and regulations, are a plus;
- You have a Bachelor's or Master's degree or the equivalent in lived experience in a field that is relevant to The Broker's work, e.g. international development, wellbeing economics, agri-ecology, inclusive development, youth employment...;
- You are fully proficient in English. Dutch is an advantage;
- You have working knowledge of Adobe software, newsletter & website templates, spreadsheets (we work in Google Workspace), and are not scared of IT challenges in general;

What we offer

The Broker offers you an exciting position in a dynamic and international working environment where you can develop your knowledge brokering skills as part of [a young and enthusiastic team](#). Our office is located in TSH Collab [Amsterdam West](#), a friendly and dynamic coworking space, home to creatives and start-ups. People are asked to work an average of around 50% of their time at the office.

This vacancy is for 0.9 – 1 fte (32 - 36 hours). You will be employed for an initial period of 1 year starting on the 1st of January, 2025 or as soon as possible. Your initial salary will be between € 2 720 – € 3 815 (based on full-time employment, 36 hrs/week — depending on experience. Additionally, you will receive 25 paid holidays (based on full-time employment). As part of our Diversity & Inclusion policy, we have flexible 'festival leave' which replaces public holiday leave. Other benefits include flexible working hours, the possibility to work fully remotely during one month per year, reimbursement of commuting expenses (within The Netherlands) and an ergonomic home-office. At The Social Hub, free access to the gym is offered, as well as a weekly 'co-working' lunch (on Tuesdays) and free drinks (on Thursdays).

We are implementing a policy on diversity & inclusion, and request that you **do not include any demographic data or photograph with your CV and cover letter**. Of course, information that is relevant to your application can be included. We will select letters and CVs blindly. We are a recognised sponsor for highly-skilled migrants.

Interested?

Please send us your motivation (max 1 A4) and CV (preferably max 2 A4) in English to vacancies@thebrokeronline.eu by **5 december (CET)**.

Applications will be reviewed on a rolling basis. The starting date will be decided in consultation, preferably on the 1st of January, 2025.

Questions?

Please contact our office manager Abegael Kerns at abegael@thebrokeronline.eu