

Euro-IX Administrative Assistant

About Euro-IX

Euro-IX, a not-for-profit, membership-based association based in the Netherlands promoting an open and vibrant exchange of ideas and experiences within the Internet Exchange Point (IXPs) community.

Established in 2001, Euro-IX serves as a hub for IXPs and the enthusiastic community of members and stakeholders, fostering collaboration through a variety of avenues, including forums, meetings, mailing lists, and online resources. The strength of our association lies in our committed members, both from Europe and beyond, all passionate about shaping the future of IXPs and peering.

With a robust membership comprising 70 IXPs and over 7,000 onward connected customers who form the heart of the Internet's networks, Euro-IX plays a pivotal role in the European Internet community.

We now want to bring on board a contracted Administrative Assistant.

More information about IXPs and their role in making the internet more efficient and resilient. <https://www.euro-ix.net/en/forixps/>

Summary

Euro-IX is seeking an organised Administrative Assistant to play a role in supporting various aspects of the organisation's operations. This primarily involves website maintenance, and other administrative tasks for our activities.

This part-time contract role will be contracted from the Netherlands/European Union, offering a weekly compensation ranging from €200 to €320, depending on experience.

Key Responsibilities

Website Management

- Keep the Euro-IX and Peering Toolbox websites updated with the latest and most pertinent information as directed by the Managing Director and other relevant committees.

Euro-IX Forum Support

- Update forum web pages in accordance with guidelines to include the latest information about the Euro-IX forum.

- Efficiently manage forum attendee lists to facilitate effective communication with all relevant stakeholders.

Other Administration

- Provide general admin support, for example updating documents, co-ordinating social media activities and contacting members for their up-to-date information as directed by the Managing Director.

Qualifications and Experience

- Experience and proficiency in website Content Management Systems (CMS), Django and WIX preferred.
- Have a creative eye, especially in the realms of websites and graphics.
- Excellent organisational skills with meticulous attention to detail.
- Strong written and verbal communication skills, in English.
- Experience with various social media platforms.
- Ability to collaborate effectively and work independently.

How to Apply

For more information about the role or to apply with your resume and covering letter, please contact careers@euro-ix.net.

Application Deadline

8th April 2024