

EAAP Support Officer

The European Association for Aviation Psychology is looking for a long-term **Support Officer** for a minimum of 8 hours a week, divided over at least 2 days (more would be preferable to reduce email reply times to a minimum). Work is to be done remotely except for attendance of board meetings (full weekend 2 or 3 times a year) and the business meeting and conference (biannually).

Tasks are as follows:

- Membership administration
- Membership bookkeeping (sending and tracking invoices, tracking payments etc)
- Answering standard member requests via email
- Regular website updates
- Drafting of e-EAAP newsletter
- Admin tasks around Course recognition management
- Accreditation management (electronic filing, sending invoices etc.)
- EAAP promotion: scouting of upcoming Aviation/ HF-related conferences/ events and promotion activities
- Agenda and minutes of board meetings and business meeting
- Monthly reports to:
 - EAAP SG on membership status (new members, changed, archived, deleted)
 - Accreditation Manager on accreditation status (AP, JAP, HFS)
 - Course Manager (recognised courses, requests, etc.)
- Conference preparations
- On-site support for Conferences including management of the EAAP student team
- Flexible availability for contact with board

Who are you?

A detail-oriented admin professional with a home office and experience in remote work. You can quickly create and overview for yourself and help in creating overview for others. You have great communication skills (both spoken and written) and are customer orientated. You have no qualms in both supporting the board (made up of academic and practitioner psychologists) and steering them towards deadlines when necessary. Please note that we are looking for someone who can commit to EAAP for a longer period of time

Required experience:

- Very good knowledge of English (both spoken and written – preferably native)
- (Electronic) Administration
- Book keeping
- Remote Work

Preferable experience:

- Dutch (EAAP is registered in the Netherlands)
- Other European Languages (i.e. German, French, Spanish)
- Website updates
- Social Media

NB. The support officer will be self-employed. Hours worked must be billed per month to EAAP at the agreed hourly rate.

How to apply

Please send your short letter of motivation and CV to secretarygeneral@eaap.net before 1st July 2020.