



Open Call for Project Assistant in REDI-Romania

Roma Entrepreneurship Development Initiative (REDI) is a NGO established in 2016 focusing on catalyzing new approaches to business development and financial inclusion of Roma entrepreneurs in Central and Eastern Europe. Since 2017, REDI is actively operating in four countries: Romania, Serbia, Bulgaria, and Macedonia where it reached out and assisted more than 1000 Roma entrepreneurs to:

- identify grant opportunities,
- access specialized expertise (legal, accounting, marketing, business plan),
- access affordable financial products.

REDI Romania is looking for a **Project Assistant, for a period of minimum six months, starting as soon as possible, to implement the activities of the Institutional Grant financed by Open Society Foundations**. The successful candidate will be based in Bucharest and will be in charge of coordinating, organizing, reporting, and implementing REDI's program activities in Romania. He/She will work under the direct supervision of the operations director based in Skopje.

Job Description

- Coordinate the implementation of the project deliverables
- Responsible to organize logistics for information sessions with Roma entrepreneurs from Romania in various cities in Romania
- Organize outreach events with young Roma to popularize the REDI - REF - MFI internship project, be in charge of the selection process covering Romania
- Liaise with Romanian Microfinance institutions and banks, Roma and pro-Roma NGOs in Bucharest, Timisoara, Cluj, Iasi, Galati.
- Work closely with all project team members to ensure high-quality work on time and within the budget
- Attend regular meetings both internally and externally with associate partners
- Regularly report project status and progress, weekly timesheets
- Identify and map new entrepreneurs from various cities in Romania
- Fundraising

Qualifications & Requirements

- Experience with managing networks
- Good communication and management skills
- Work with Roma related issues



- Very good knowledge of Microsoft Office (Word, Excel, PowerPoint...)
- Comfortable working in a multicultural environment
- Quick-learner with structured way of working
- Very good knowledge of written and spoken English
- Knowledge of project management techniques and methods

Highly valued

- Very good spoken Romani language
- Previous experience on financial sector, marketing, or other business related area
- BA or MA in the field Economics, Finance, or other Business related sector

Please send your motivation letter and CV to office@redi-ngo.eu. **Deadline** for the application is **February 15th 2019** with interviews taking place as soon as we find potential candidates. For more information on our program activities please visit our website www.redi-ngo.eu