

Part-time vacancy of Conference assistant (2 months, August 9- October 8, 2010)

The Joint Technical Secretariat of the Central Baltic INTERREG IV A Programme 2007-2013 is looking for an assistant to work at its Info Point Riga assisting the Info Point manager in tasks related to the organisation of the annual Showcase Conference.

The Showcase Conference will take place in Riga on Wednesday, September 29, 2010 and will show the achievements of the programme so far.

The assistant will be employed by the State Regional Development Agency and work at the Joint Technical Secretariat Info Point Riga part time (20 hours/week). The period of employment runs from August 9, 2010 to October 8, 2010. The working language is English.

Responsibilities:

- To assist in the organisation of the Showcase Conference by supporting the preparation, running and follow up together with the Info Point Manager.
- To edit conference related publications and texts for the website (in English).
- Management, update and further development of media mailing list/contacts.
- Providing assistance on writing conference reports, summarising results and following up the conference organisation deadlines.

Profile:

- Applicants must have a Bachelor degree
- Excellent writing and communication skills in English and Latvian
- Team working skills and flexibility
- Competency in MS Office programmes
- Excellent organizational skills, attention to detail and determination to meet deadlines
- Knowledge and experience in international event management preferable

To apply, please send by e-mail a cover letter and CV in English to the JTS Info Point Riga Manager Signe Raikstīņa, email: signe.raikstina@centralbaltic.eu. Subject heading: Conference Assistant.

Deadline for completed applications: July 4, 2010. Only candidates invited for interview will be contacted.

The Central Baltic INTERREG IV A Programme 2007-2013:

The Central Baltic INTERREG IV A Programme 2007-2013 is an EU funding programme aiming at cooperation across the borders of Estonia, Finland (incl. Åland), Sweden and Latvia. The programme gives funding to projects dealing with environment, competitiveness and innovation as well as the attractiveness of the societies.

Aiming at cross-border co-operation in the Central Baltic Sea region, the funded projects are to have partners from at least two of the participating countries. The duration of the projects is normally 2-3 years and the approximate average budget around 1 million euros. The potential partners include local and regional authorities, state organisations and organisations established for general interest needs as well as NGOs and for Southern Finland – Estonia co-operation private enterprises with certain restrictions. For more detailed definitions: www.centralbaltic.eu.