We are looking for a Program Assistant to join our team!

**Job:** Heinrich Böll Stiftung Southeast Asia Regional Office (hbs) in Bangkok (Thonglor) is looking for a **Program Assistant** to join the team in the beginning of January 2024.

**Deadline to apply:** January 2nd 2024

The Heinrich Böll Stiftung (hbs) is the German Green Foundation, which is part of the Green movement and conducts and supports civic educational and awareness building activities worldwide. Our main tenets are ecology and sustainability, participation and social justice. The Office in Bangkok is the Southeast Asia Regional Office, which serves as a platform for exchange and advocacy. https://th.boell.org/en

**Major duties and responsibilities**

1. **Project Management**
   - Support project cycle management, work flows, development and implementation of projects of the four program components of the hbs Southeast Asia Regional Office
   - Assist and support the three Program Coordinators in their self-implemented activities and projects in the area of regional dialogue, democracy and participation, ecology and social justice and climate
   - Responsibility of project management and partner management of one ecology and social justice project
   - Assisting Program Coordinators with budget management and tracking, report writing, monitoring, follow ups with partners
   - Support research and writing
   - Support event management and prepare admin and logistics
   - Others assignment from Director and Program Coordinators

2. **Communication**
   - Handling of social media accounts
   - Simple graphic design using canva
   - Support website management and updating (CMS:Drupal)
   - Support creation of monthly newsletter ASEAN Press Review

**The requirements of the Program Assistant are:**
• BA degree in political sciences, development studies, environmental studies, gender studies or other relevant degree
• 1-3 years of work experience in a non-profit organization or high motivation to join this sector
• Experience in international work environment or experience abroad is an asset e.g. study or internship abroad
• Excellent spoken and written Thai, excellent spoken and written English, other Southeast Asian language is an asset
• Good communicator and networker
• Intercultural sensitivity and competence (this relates to both areas of work: inside office/team work as well as with partners) and interpersonal skills.
• Highly motivated to be a team player
• Willingness to understand project work across the region and to focus on problem-solving
• Ability and willingness to learn
• Interest in the Southeast Asia region, ASEAN, political developments
• Identification with values of hbs – social justice, gender democracy, inclusion
• Very good computer literacy (Word, Excel, Internet and Social Media use)
• Excellent organizational skills (time management, schedule organization, resource management.
• Proven ability to use own initiative and act responsibly
• Ready to travel in the region or in Thailand

Please share your application by **January 2nd 2024**. The application should consists of **a letter of motivation** and a **CV**, both as **one pdf document** named: “Program Assistant_FIRSTNAME_LASTNAME”. Send the application to: info@th.boell.org