



Job Vacancy: Operations & Creative Assistant (Maternity Cover)

Opening Date: 26/02/2025

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- **Location:** Athens
 - **Status:** Full time position, evening shifts, or a shift-schedule may be required.
 - **Starting Date:** 16/03/2025 or when the suitable candidate is identified
 - **Duration:** 3 months probationary period with extension until September (Maternity cover)

About Better Days

Founded on the Greek island of Lesbos in 2016, Better Days works for the well-being of children and youth affected by displacement or conflict.

We design and implement protection and education programs aiming to offer each individual the assistance and opportunities they need to thrive. By connecting with local initiatives and institutional efforts, we foster inclusive responses in complex and volatile environments.

Children are the caretakers and leaders of our future and only alongside them can we build a more resilient society.

Chronology of projects:

- The Olive Grove, 2015-2016: Moria Camp emergency response, sheltering, food & NFI distribution, medical aid.
- Community Support Program, 2015-Ongoing: Financial support for students.
- Elpida Home, 2016-2017: Recreational programming for adults and minors, info point, food and NFI distribution.
- Medical & Legal Intervention Project, Moria Camp, Lesbos, 2016-2017: Medical aid and legal info for vulnerable asylum-seeking adults.
- Gekko Kids, Lesbos 2017-2022: Non-formal educational programs.
- EcoHub, Lesbos, 2017-2020: Sustainable ecological garden with vocational training and ecological literacy for children and adults.
- TAPUAT, Lesbos 2017-2019: Non-formal educational programming, activities for minors, child protection, trauma support.

- Gekko X, Lesvos 2019-2020: STEAM curriculum, exhibitions, blended learning, e-learning.
- Central Triage Pharmacy, Moria Camp, Lesvos 2020: Medicine provision, Covid19 response.
- Socrates, Lesvos 2019-2020: Sports and development, SEL pedagogy, football sessions, trauma support.
- Gekko, Athens 2023-Ongoing: Non-formal educational programs.

About Gekko

Gekko in Athens is a non-formal education centre offering personalized education for children and young people (ages 15-24) affected by displacement.

Gekko's context-aware services are designed to address the specific needs of displaced learners and dismantle barriers that impede learning. Supported by strong referral pathways with like-minded organizations, Gekko acts as an essential bridge service to meet student needs beyond the classroom and promote integration into the Athens community.

Gekko not only follows best practices in the field of displacement and education, but serves as a lab for their further development. Over 555 children and young people have benefitted from Gekko's services in our first year of operations.

Working with Better Days

Better Days is a small and dynamic organisation looking to hire people who are passionate about humanitarian work, understand its risks and complexities, and are interested in investing in their role long-term. We are a quality-driven organisation determined to provide grassroots, holistic and effective solutions to support the integration and de-victimization of displaced communities in Europe, focusing on refugee education and empowerment of youth. Our colleagues come from all over the world, and our official business language is English. The ideal candidate will be inducted for two weeks and trained during the probation period. At the end of a third month's contract, the candidate is expected to participate in Better Days' Employee Survey and Self-Assessment, which is part of their employee evaluation.

Role Description: Operations & Creative Assistant (Entry-Level Role in Nonprofit Sector)

We are looking for a motivated and detail-oriented young professional to join our Operations team in an entry-level position designed for individuals seeking a career in aid and nonprofit work. The selected candidate will work at Gekko, Better Days' education center for children and young people affected by displacement. They will play a vital role in supporting

administrative, financial, and creative tasks, working across departments to ensure smooth day-to-day operations.

This is an excellent opportunity for an ambitious and passionate professional to gain hands-on experience in nonprofit operations while contributing to a meaningful cause. The position offers exposure to finance, procurement, event planning, communications, and project coordination within a dynamic and collaborative work environment. The role will actively participate in team meetings, project activities, and cross-departmental coordination. The selected candidate will complete Better Days' training in child protection and other key areas relevant to nonprofit operations.

Key Responsibilities

Administrative & Back Office Operations (Under the Quality & Impact Manager)

- Assist in financial account reconciliation - retention of financial evidence and contribute to monthly audits.
- Monitoring and filing of contracts, paylips and service agreements.
- Manage petty cash, procurement, facilities and assets at Gekko.
- Handle merchandise operations, including e-shop transactions, shipments, and accounting.
- Support with distribution of items to program participants and manage reimbursements.
- Work closely with the CFO, Project Managers, Quality Manager, Communication & Fundraising Coordinator, and Managing Director, as well as external providers such as accountants and vendors.

Communication & Fundraising Support (Under the Communication & Fundraising Manager)

- Support the development and distribution of communication materials for internal and external audiences.
- Assist in dissemination of newsletters and project-specific materials (e.g., promotional flyers, social media content).
- Gather and manage material to support fundraising campaigns and outreach efforts.
- Procure and manage orders for the Creative unit of BD such as visibility gear and merchandise.

The candidate may be requested to support in other operational areas when deemed necessary (eg. field trip escorts, event planning, and other)

Requirements

Candidates who do not meet the below criteria will not be considered.

- Excellent level of English.
- Previous academic or professional experience in business administration, office management or sales management will be required.
- Proficient in data entry, Microsoft Office, Google Suite, and basic accounting and designing tools (Sheets/Excel, Canva or equivalent)
- 2+ yrs professional experience in a relevant field or position (back office, accounting, sales, inventory management, comms)
- Eligibility to work in Greece (AMKA, AFM, AMA)

Priority will be given to candidates with

- Previous volunteer / humanitarian experience
- Greek-nationals or candidates with fluency in Greek Language
- Interest in developing communications-related competencies

Ideal Candidate Profile

- Entry-level professional eager to gain experience in **office management and business administration**: finance, operations, and nonprofit communications and management.
- Strong organizational skills with attention to detail and ability to manage multiple tasks.
- Creative thinker with strong communication and coordination skills and a can-do attitude.
- Interest in fundraising, nonprofit operations, and project management.
- Proactive and adaptable with a problem-solving mindset.

How to Apply

To apply, send your CV and a Cover Letter in English to hr@betterdays.ngo, with the subject “**Operations & Creative Assistant Application**”. Candidates who attach their CVs in any language other than English will not be considered.

Only shortlisted candidates will be contacted.

Applications closing date: 10/03/2025 or until the position is filled.

Better Days retains applicants' information and submitted documentation for 6 months. After this period, all data is deleted. For further information on how we handle personal data, please refer to Better Days Privacy Policy, available at our website, or contact compliance@betterdays.ngo for further inquiries or requests.