



EU-LAC Foundation
Fundación EU-LAC

EU-LAC International Foundation

TERMS OF REFERENCE

Consulting Services: Assistant to the Executive Director & Receptionist

July 2026

The European Union – Latin America and the Caribbean Foundation (EU-LAC Foundation) is an international organisation created in 2010 by the Heads of State and Government of the Member States of the European Union and the States of Latin America and the Caribbean.

The EU-LAC Foundation serves in particular to strengthen the cooperation between the EU and LAC regions fostering intercultural exchange, notably through the participation and inputs of actors of the civil society. It aims to enhance the visibility and presence of the EU and LAC in the partner region, as well as the profile of the bi-regional partnership in the wider world. The EU-LAC Foundation's headquarters are located in Hamburg, Germany.

We are currently seeking a consultant which can act as:

Consultant: Assistant to the Executive Director & Receptionist

Expected Start Date: September 1st, 2026

Duration: six months

Part-time consultancy: 20 hours per week, on-site and during the morning

Due date for sending offers: July 21st 2026, end of date CEST

Tasks & Responsibilities:

- Assist the Executive Director in the administration of his correspondence and relations with contacts, including the preparation of letters and forms, as well as the management thereof in accordance with his instructions;
- Coordinate the agenda of the Executive Director, including the organisation of national and international travel in cooperation with the administration department;
- Manage presentially the reception of the Foundation: attend visitants and suppliers (e.g. postal services), answer the incoming telephone calls, ensuring tidiness in the reception area;
- Manage the trips of the Foundation's team (and when needed also for other travellers / guests) in coordination with the travel agency, including purchase of means of transportation, hotel reservations, etc;
- Manage the mail and email correspondence of the Foundation, both for incoming and outgoing messages, keeping the general filing & archiving;
- Manage two email accounts: "info" and "reception";
- Prepare meetings at the Foundation's facilities (logistics) and provide general information in case of consultations;
- Serve as a contact person for german providers and institutions;
- Write and proof-read notes and documents in Spanish, English and German language;



- Create tables, graphs, powerpoint presentations and compile statistics as inputs for Foundation reports;
- Assist in tasks related to communication and visibility, especially for those carried out in Germany;
- Carry out certain tasks of the Administrative Assistant, in his absence;
- Carry out other general tasks, according to the needs of the Executive Director and the team in general.

Requirements:

- Be a national of an EU, Latin American or Caribbean country;
- Bachelor's degree or comparable tertiary education (e.g. secretary with languages, translator or equivalent in a foreign language);
- Minimum of 3 years of experience, preferably in international entities, or international organizations and as executive assistant;
- Excellent knowledge of German, English and Spanish (written and oral);
- Advanced computer skills (particularly MAC-OS and Office environment);
- High degree of flexibility, discretion and ability to work, as well as initiative and team spirit.

We offer:

- A demanding and versatile work;
- A dynamic and stimulating environment;
- Fair remuneration;
- An attractive workplace in the heart of Hamburg.

Terms of contract:

- Part-time (20 hours per week) consulting contract (up to 6 months);
- The fees will be according to the level of formal education and professional experience of the successful company/person.
- Interested companies must be legitimately incorporated in an EU-LAC country and be able to issue invoices.
- The selected company will sign a service provision contract with the EU-LAC Foundation.
- The EU-LAC Foundation reserves the right to accept or reject any proposal, in whole or in part, without the obligation to justify its decision.
- The EU-LAC Foundation also reserves the right to withdraw from a contract, without the obligation to justify its decision.

Application procedure

- Please send your offer including a resume, motivation letter **with consulting fees expectations**, transcripts and/or certifications of academic studies, language skills and professional experience by e-mail to Mr. Juan Etchart, the Finance & Administration Director at jetchart@eulacfoundation.org using **"Assistant to the Executive Director / Receptionist" no later than July 21st, 2026, end of day CEST.**
- Only shortlisted consultants will be informed about the status of their application.



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Data protection

All personal data collected during the process will only be used for the purposes of these procedures and will in no case be transmitted to any third party. Any data provided will be treated in the strictest confidence and with high standards of security. All documents provided to the Foundation during the procedure will be kept in the Foundation's files and will not be returned to service provider. Offer documents will only be kept for as long as it is mandatory to fulfill the requirements of existing auditing/control procedures applicable to the Foundation. After this period the personal information is destroyed.

Equal Opportunity

The EU-LAC Foundation applies an equal opportunities policy and accepts offers without distinction on grounds of age, race, political or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

PLEASE NOTE THAT DUE TO THE LARGE VOLUME OF OFFERS WE RECEIVE, ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED. IF YOU HAVE NOT BEEN CONTACTED WITHIN 2 WEEKS OF THE DEADLINE, THEN UNFORTUNATELY ON THIS OCCASION YOUR OFFER HAS NOT BEEN SUCCESSFUL.