



Inner Circle Applications

ENCOD, European Coalition for

Just and Effective Drug Policies

10th and 12th October 2025

Eindhoven, The Netherlands

Secretariat, Finance and Treasurer Assistant

Tasks:

- Works as assistant to treasurer, handling finances and annual budget, paying fees and invoices etc.
- Runs the membership department, including sending invoices to members, handling new members
- Sets up (online) meetings of the EC, makes minutes
- Sends out stickers, brochures and other printed materials
- Organizes participation of ENCOD at cannabis fairs and other events
- Works on planning and organizing the annual General Assembly
- Other tasks related to the position

Qualifications:

- Eloquent and Trustworthy
- Mother tongue + English level B2 at least, better C1
- PC skills
- Diplomatic and sociable
- Knowledge of internal structures and policies (it could be done after application)
- Independent and with time resources
- Prepared to work voluntary - about 2-3 hours a week

Social Media Coordinator

Tasks:

- Runs Encod website, social media accounts and databases
- Follows instruction by EC, works together with secretariat person for mailings to members
- Coordinates printed matters, including contact with designer(s) and printers
- Works on planning and organizing the annual General Assembly

Qualification:

- High communication skills
- Trustworthy
- Mother tongue + English level B2 at least, better C1
- Professional PC skills
- Basic graphic designing skills
- Diplomatic and sociable
- Knowledge of structures and policies
- Independent and with time resources
- Prepared to work voluntary
 - As soon as system is set up, abt. 2-3 hours a week

The position will be in a trial period for three months.