



Vacancy

Administrative and Project Support

January 2023

Context

Initiatives of Change is a world-wide community of people of diverse cultures and backgrounds, who are committed to the transformation of society through changes in human motives and behavior, starting with their own.

Initiatives of Change International (IofCI) is a voluntary, donation- and grant-funded nonprofit association of national IofC legal bodies (national teams) and international programmes. We are registered in Switzerland and we serve as the central hub for the global IofC network of both teams and individuals who are leading community-based initiatives.

Are you a dynamic person who is looking for an opportunity to work in an international environment? Are you flexible and enjoy the administrative challenges of supporting a global operation? We have an exciting opportunity for an **Admin and Project Support** person to join our Operations team. You will be interacting with the leadership of Initiatives of Change International and supporting our international network.

This position is suitable for a recent graduate but most importantly you must be professional, organised, able to prioritise, enthusiastic, self-motivated and comfortable communicating with a wide range of people.

Primary Tasks and Responsibilities

This role is multi-faceted, with administration and project support elements. Project support consists of both project delivery and administrative coordination of ad hoc projects.

You will provide admin and project support on various operational responsibilities including:

- Support the Executive Director and the Operations Team on key initiatives, projects, and conferences which are in line with the IofC's strategic priorities and objectives;
- Coordinate and gather project documents, templates and processes together with the project managers, liaise with different project teams and IofCI management;
- Assist in the setup of conference calls and online meetings across multiple time zones, including preparing meeting agendas, taking notes, and preparing minutes.
- Support the Executive Director in preparing project and activities reports as required;
- Provide logistical and technological support for various project and operational activities.
- Taking responsibility for project team's calendar management, requiring interaction with both internal and external contacts
- Participation in regular team meetings and other meetings as needed.

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- Provide other administrative support as required by the Executive Director.

Experience and Skills

Experience and qualification

Required:

- An undergraduate degree in management, in business or related field or equivalent experience.

Desirable:

- Experience working or volunteering for a charity or non-profit organisation.
- Previous experience with Initiatives of Change.

Key Qualities, Competences and Experience

- You must be passionate about IofC's mission, committed to its values and possess a working style that reflects these.
- Excellent administration, planning and organization skills with the ability to multitask.
- Prioritize and manage multiple projects/activities simultaneously, and follow through on issues in a timely manner.
- Flexible and enjoys the administrative challenges of supporting a global operation.
- Ability to interact with a diverse group from IofC International staff, management, as well as the wider network.
- Ability to work under pressure, while remaining flexible, proactive, resourceful, calm, and efficient.
- High level of professionalism and confidentiality.
- Must be self-starter, working effectively autonomously and independently is vital as this role is based remotely.

Terms and Conditions

This is a full-time engagement.

Remuneration will commensurate with experience.

You will work mostly from home/your office. The position is self-employed. The length of engagement will initially be for one year with possible renewal.

Start Date

March 2023 or as soon as possible

Application

Are you interested? Send the following to <jobs@iofc.org>:

- A short letter of motivation
- Your Curriculum Vitae (Word or PDF format)

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Closing date for applications: 30 January 2023

Interviews will be held online as soon as possible after the deadline.

Please note that only candidates shortlisted for an interview will be contacted.