



# EUROPARC

## F E D E R A T I O N

### **Position: Office Administrator – part-time position**

**Location:** Regensburg, Germany

The EUROPARC Federation is Europe's biggest network, supporting and representing the work of Europe's protected areas. As a member organisation with interests in nature conservation, sustainable tourism development, capacity building and European environment policy development and implementation, strategic and effective administrative processes are central to our work.

The Office Administrator will provide comprehensive administrative support to enable the Federation to operate effectively, efficiently and to comply with statutory, legal, contractual and funding requirements.

We are looking for a highly organized and resourceful administrator, with an interest in nature and a willingness to work in an NGO culture. The administrator is ideally a German native speaker and speaks English fluently, as the office language is predominantly English. Additional European languages are desirable.

The work is varied and interesting, encompassing all aspects of NGO administration, personnel, membership administration and office management. A background or experience in business administration is desirable, as are excellent IT skills.

Operating from the headquarters in Regensburg the Office Administrator will contribute to the small dedicated team.

### **Principle Tasks**

- Administrative support to the organization management including basis preparation and support for decision making in the fields of finances and law on associations
- Project administration and assistance in project applications and project reports preparation
- Membership Administration
- Office Management: preparation of presentations and reports, correspondence, post and phone, maintenance of files, archives and databases

- Organization and follow-up of council and member meetings as well as advising the management on issues of law on associations
- Administration of service contracts; review of processes and contracts with service providers
- Personnel administration (13 staff members), supervision of interns
- Membership administration (400 members in 37 countries)
- Arrange travel, prepare itineraries, administer expense report tools
- Representation of the Federation at international seminars and workshop.

## Position Conditions

- Duration: limited till March 2020, as replacement to parental leave
- Part-time: around 20 hrs per week

## Starting date

- As soon as possible

## Applications

Please send a 1-page motivation letter and your CV to Ms. Monika Trojer ( [m.trojer@europarc.org](mailto:m.trojer@europarc.org) ) indicating "Office Administrator position" in the subject line until the 31<sup>th</sup> of May 2019.

Due to the expected number of applications, only short-listed candidates will be contacted for interviews.