



## The Friends of the Earth International secretariat is looking for an: **Office Coordinator**

**0.4 fte – 15 hours**

**Friends of the Earth International** (FoEI) is the world's largest grassroots environmental federation with 73 autonomous member groups around the world. FoEI aims to ensure that the struggles and experiences of local communities – especially those most affected by unsustainable development – are brought to bear on policies and practises at national and international levels. We focus on four programme areas: climate justice and energy, forests and biodiversity, food sovereignty and economic justice, as well as working on gender justice and internationalist solidarity. Our vision is of a peaceful and sustainable world based on societies living in harmony with nature.

FoEI's decentralised and democratic structure allows all member groups to participate in decision-making. We are governed by our member groups, which are organised in regional structures and come together every two years to vote on issues facing the federation. Between meetings governance is provided by an elected Executive Committee made up of representatives from our groups. A small International Secretariat, which coordinates work for the federation, is based in Amsterdam. We are looking for an Office Coordinator to support the International Secretariat in its operation.

### **The position**

The Office Coordinator (OC) will be responsible for office logistics on site. We are currently returning to a situation with a hybrid mix between working from home and working in the office. A number of colleagues are working abroad permanently. This position is to be carried out from the Amsterdam office.

The initial contract will be for one year. After one year there will be an evaluation of the Job Description and the position will be re-assessed in the context of the global health situation by that time.

The OC will be part of our Support Team, led by the Operations Manager (OM), providing support to staff in the Netherlands and abroad.

### **Responsibilities**

The tasks include:

- Manage the budget for the office, which includes budget lines for rent, communications infrastructure, maintenance, insurances and office supplies.  
This includes research into equipment and making sure supplies are well-stocked.
- Be contact person for the landlord regarding "household affairs".
- Be responsible for a neat office space, for furniture, plants and laundry, and oversee the cleaning company.
- Oversee maintenance of office and equipment.
- Create and update various overviews related to staff and internal communication: schedules, lists, protocols.
- Maintain an up-to-date calendar for internal meetings and events
- Ensure any relevant contact information is entered into the FoEI central database.

- Oversee volunteer for general inquiries and assist with responding.
- Coordinate translation of documents with a pool of translators.
- Assist the Events Coordinator with equipment needed for face-2-face meeting and in some cases provide support on the ground at events.
- Administrative tasks relevant to the position, e.g., writing manuals, archiving, ensuring event equipment availability and maintenance.
- Other secretarial tasks at request.

**Requirements:**

- Excellent command, both spoken and written, of English and Dutch. Basic knowledge of Spanish or French is a plus.
- Strong organisational skills and ability to respect deadlines.
- Strong communication skills.
- Strong digital skills and experience with a variety of online tools.
- Experience with working in multi-cultural work environment.
- Affinity with FoEI's vision and mission.
- Permission to work in the EU.

**What FoEI offers:**

We offer an opportunity to contribute to a better world and work for an inspiring international and culturally diverse network in an office with a small friendly team at a great location in Amsterdam. The contract hours can be spread over 2 or more days.

Full time salary between € 2.668,- and € 2.873,- gross monthly.

Contract duration: 12 months.

Start date: 1 September 2022

Participation in collective pension arrangement compulsory.

**Applications**

Please send your application, including motivation & resume to Wieke Wagenaar by email: [vacancies@foei.org](mailto:vacancies@foei.org) with 'Office Coordinator' in the subject field before July 4<sup>th</sup> 2022.

Interviews will be planned on July 21/22.

Friends of the Earth International is an equal opportunities employer and committed to building a culturally diverse staff. We encourage applications from people currently under-represented in the environmental justice movement.

Please note that, in compliance with GDPR, we will keep your application in our protected files for a maximum of four weeks after the successful closure of this vacancy.