

Vulture Conservation Foundation – Job Specification/Description: **Project Assistant (Full-time)**

Job title

Project Assistant

Overall purpose of the job

To support mostly the Spanish projects of the [Vulture Conservation Foundation \(VCF\)](#) on administrative tasks, notably on

- 1) administrative procedures related to the organization of international vulture transports, mostly from Spain (35% time)
- 2) organization of training seminars and events (35% time).
- 3) Other administrative procedures (30% time)

Position

Full time 1 year contract, with potential renewal into fix-term contract

Reporting to

VCF Programmes Manager

Background

The VCF is the leading organisation on vulture conservation in Europe and is now managing several large-scale projects, including EU-funded LIFE projects, in many different countries in Europe, with many actions and activities in Spain. The VCF is a Dutch foundation with a legal seat in Holland, and branches in Switzerland and Spain. The VCF project portfolio, activities and ambition have been steadily growing, and so has its team. This job position is meant to strengthen VCF administrative capacities in Spain.

Main duties & responsibilities

- 1) Organization of international transport of vultures**
 - Assist the Programme Manager in communication with different authorities and rehabilitation centres in Spain to identify availability of vultures suitable for reintroduction projects.
 - Assist in communication with private rehabilitation centres.
 - Follow administrative procedures related to documents required for international animal transport (CITES and TRACES).
 - Provide support in organization of transport.
 - Support in communication activities related to the vulture transports.
- 2) Organization of events**
 - Provide support in organization of events, mostly logistics (travel arrangements for participants, visas requests, accommodation bookings, etc.).
 - Support in communication activities related to the events.
 - Provide administrative support in preparation of events reports.

3) Administrative tasks

- Provide administrative support to Programme Manager: setting up meetings, writing letters, managing calendars, drafting contracts, managing internal files.
- Implement administrative tasks related to the VCF Spanish office (communication with the authorities, staff liability and prevention of labour risk insurance and preparation and filing of documents).
- Provide administrative support in preparation of projects and reports.
- Assist the Programme Manager in diverse administrative tasks.
- Support communication activities in Spain.

Education - Skills - Experience required

- Minimum 4 years of relevant work experience, namely administrative work related to the Spanish authorities, particularly environmental agencies and ministries.
- Good knowledge on administrative processes in Spain.
- Experience in organization of events.
- Experience working in a non-profit setting.
- Technical knowledge in using Microsoft Office 365.
- Fluency in Spanish and English.
- Ability to work in a team, be proactive and have initiative.
- Passion for wildlife conservation issues
- Available to travel.

Location

Remote/Home-based in Spain, preferably in Extremadura, Andalusia or Madrid.

Salary and benefits

Approximately 1500€/monthly net, depending on experience.

Start Date

June 2024.

How to apply

Please send your CV and motivation letter in English to recruitment@4vultures.org in one single PDF (please give your name to the pdf file).

Please include in the email subject: Project Assistant Application

Deadline: Sunday, 28 April 2024. Applications received after the closing date will be automatically discarded.