

Vulture Conservation Foundation – Job Specification/ Description:

Job title

Administrative Assistant (full-time)

Overall purpose of the job

To support the Vulture Conservation Foundation (VCF) on administrative tasks, notably on

- 1) administrative procedures related to the operation of the VCF Spanish office and provide support in organization of events (50% time)
- 2) administrative procedures and provide support to the VCF director and management board on management and secretarial issues.

Position

Full-time 1 year contract, with potential renew into fixed-term contract

Reporting to

VCF Programmes Manager & VCF Director

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. 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 has been steadily growing, and so has its team. This job position is meant to strengthen VCF administrative capacities in Spain.

Main duties & responsibilities

1) Operation of the VCF Spanish office

- 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 support in organization of events, mostly logistics (travel arrangements for participants, visas requests, accommodation booking, etc.)
- Provide administrative support in preparation of projects and reports
- Assist the Programme Manager in diverse administrative tasks
- Support communication activities in Spain

2) Support to VCF director and management board

- Provide administrative support to director and management board: setting up meetings, writing letters, managing calendars, drafting contracts, managing internal files

Education - Skills - Experience required

- Minimum 4 years of relevant work experience, administrative work related to the Spanish authorities
- 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 an initiative
- Passion in wildlife conservation issues
- Available to travel

Location

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

Salary and benefits

Approximately 2000€/monthly gross depending on experience.

Start Date

1st October 2022 or as soon as possible after that

How to apply

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

Please include in the email subject: Administrative Assistant Application

Deadline

Thursday 4 August at 23:59 CET. Applications received after the closing date will be automatically discarded.