



Job Announcement

action/2015 Senior Administrative & Event Officer

Job posted on 17 October 2014

Posting Close Date: 5 November 2014

Applications will be reviewed on a rolling basis

Background

2015 marks the confluence of two opportunities, the outcomes of which will shape the future of our planet for a generation: the Post-2015 summit in New York in September is meant to agree on a new sustainable development agenda for the world, and the United Nations Framework Convention on Climate Change COP 21 in Paris in December is designed to forge international agreement on tackling climate change. To make the most of the opportunities 2015 presents, participating organizations of the action/2015 campaign have agreed to come together to harness and amplify the creative energy, expertise, resources and power of the broadest spectrum of civil society and join forces in a decentralized movement to demand decisive and ambitious action to tackle the root causes of inequality, poverty and climate change and create a just future for all.

The action/2015 Senior Administrative & Event Officer will provide administrative and logistical support for the effective implementation of the action/2015 campaign. S/he will help facilitate internal campaign communications, support and engage the network of action/2015 campaign participants, and will provide logistical support for the organization of campaign events.

The Senior Administrative & Event Officer offers a unique opportunity to work at the heart of an unprecedented global effort to build a global citizen's movement calling for transformational change, and to enable the delivery of an impactful campaign through decentralized, dynamic and agile coordination.

Starting date: as soon as possible

Hours and Duration: full time, fixed-term until January 2016

Location: flexible, preferably hosted within an action/2015 participating organization

Salary: Between USD 35,000-45,000/year (depending on qualifications and experience)

Main responsibilities

1. **Administrative Support** - The action/2015 Senior Administrative & Event Officer will help facilitate internal campaign communications:
 - Help organize calls;
 - Maintain campaign participants email lists, shared calendars and other possible tools;
 - Organize and keep records of meetings;
 - Centralize and disseminate information, and share creative ideas;
 - Assist with the development of innovative tools and promotional material for effective knowledge sharing, campaigning, networking and resource mobilisation; [and](#)

- Assist with other administrative asks as may arise.
2. **Network Engagement** - The action/2015 Senior Administrative & Event Officer will help maintain and build relationships with action/2015 participating organizations and partners:
 - Engage participants, partners and other key stakeholders in action/2015 programs and activities;
 - Provide capacity building and technical support to campaign participants and partners when required; and
 - Carry out network mapping activities and manage constituent information on action/2015's database.
 3. **Convening** - The action/2015 Senior Administrative & Event Officer will provide logistical support for the organization of campaign events, including:
 - Identify strategic convening opportunities to engage the action/2015 alliance and support event coordination;
 - Identify potential partners, sponsors, funders for action/2015 events;
 - Lead in the organization of action/2015 Assemblies:
 - Helping secure venue and meeting rooms;
 - Drafting contracts for venue and translation services,
 - Identifying online support mechanisms for participants to join the Assembly remotely,
 - Identifying potential partners, sponsors, funders for action/2015 events;
 - Coordinating overall logistical processes (visa letters, travel bursaries) for participation at the Assembly.
 - Represent action/2015 at events; and
 - Assist with other convening asks as may arise.

S/he will report directly to the action/2015 Global Hub Coordinator.

The ideal candidate should have the following qualifications, knowledge, skills and work related experience:

Qualifications and experience:

Essential:

- Advanced Degree/Diploma in Business Administration, International Relations, Development Studies, Non-profit Management or equivalent;
- 2 years minimum experience in a NGO environment at senior/mid- level;
- Good understanding of collective and coordinated campaigning, with previous exposure to and solid understanding of the issues surrounding sustainable development, social justice and climate change;
- Excellent administrative and business management skills;
- Experience in conference / event management , preferably of international events;
- Excellent organisational, interpersonal and communications (written and verbal) skills;
- The ability to effectively support the development and implementation of plans and strategies in a collaborative environment;
- The ability to document decisions and processes to enhance organisational learning;
- A high level of motivation, energy and attention to detail;
- Deadline driven, with ability to multi-task under time restraints, pressure and budgetary constraints;
- Ability to work effectively both independently and as part of a team; and
- High level of computer literacy (email, Internet, word processing, database, spreadsheets).

Desirable:

- The ability to think ahead and identify next steps;
- Willingness to travel 2-3 times a year;
- Sound understanding of the international civil society community and its issues ;
- Experience of working in an organisation with multi-country operations;
- Political awareness and ability to handle sensitive issues with diplomacy in many different settings;
- Cultural sensitivity and ability to respect and work well with people from different backgrounds and disciplines; and
- Proficiency in at least one of the identified languages: Spanish, French, Arabic, Mandarin or Russian.

To apply

Qualified candidates should submit a cover letter and CV in English via email to: jobs@action2015.org.

Deadline for applications is 5 November 2014 but applications will be reviewed on a rolling basis.