



## Job opening No 8 / 2018

The **European Citizen Science Association ECSA** (Verein der europäischen Bürgerwissenschaften e.V.) is a non-profit organisation under German law. ECSA supports the Citizen Science movement in Europe by various capacity building activities and initiates and performs research on citizen science.

**Description:** Administrator of ECSA Headquarters

**Salary:** The position is intended as equivalent to 75% working time (30 hours/week) and E11 TV Land Berlin (35.880 Euro/year including taxes)

**Duration:** 7 months starting as soon as possible (during March)

**Place of work:** ECSA Headquarters - Museum für Naturkunde Berlin provides facilities

Responsibilities:

- **Community management:**  
Internal communication with ECSA Headquarters team, ECSA members, Executive Board, Steering Committee and Working Groups (e.g. managing email lists, writing meeting agendas, managing team and Steering Committee meetings, hosting telephone conferences); responding to external enquiries; membership administration and implementation of a new membership system; maintain network infrastructure (e.g. Basecamp, google folder)
- **Communication and Event Organisation:**  
Implementation and further development of external communication strategy (e.g. newsletter, webpage, social media); organization of ECSA events, e.g. annual ECSA General Assembly and providing organizational support to the biennial ECSA conference; conceptualization and publishing of ECSA documents (e.g. updating working procedures, annual report, ECSA brochure elaborating membership benefits etc.)
- **Organizational Development and Strategy:**  
Support the development of ECSA into a flourishing and independent NGO through development of the ECSA business plan together with ECSA governance structures; supervise and manage ECSA budget and bank account; support legal procedures (e.g. audit); support administration related to ECSA's participation in funding calls such as H2020; develop and nurture partnerships in Europe and internationally.

**Requirements:**

- University degree and / or significant work experience in the field of administration, communication, non-profit management, organizational development.

- Strong communication skills, experience with on- and offline communication (including content management systems, social media) and event organization.
- Leadership, initiative and self-reflection, experience working in interdisciplinary teams.
- Fluency in English and German, oral and written communication; additional languages beneficial
- Experience in budget management and team management; experience in organizational development is an asset.
- Knowledge of legal and fiscal aspects of organizational development and non-profit management.
- Familiarity with current developments in citizen science.

Applications should include a cover letter outlining your motivation and suitability for the position and a curriculum vitae. Applications should be sent until 19.03.2018 with reference to job advertisement No. 08/2018 to: [ecsa@mfn-berlin.de](mailto:ecsa@mfn-berlin.de) or European Citizen Science Association (ECSA); c/o Museum für Naturkunde Berlin, Invalidenstrasse 43, 10115 Berlin.

Printed applications are not sent back. Therefore, only copies should be submitted.