



EMPLOYMENT OPPORTUNITY

Position Title: Part-Time Administrative Assistant
Start: Approx. mid-May 2018
Location: Val David (Laurentians) Quebec, Canada.

INTRODUCTION

ETC Group is an international civil society organization that monitors the impact of emerging technologies and corporate strategies on biodiversity, agriculture and human rights. We operate at the global political level. We work closely with partner civil society organizations (CSOs) and social movements, especially in Africa, Asia and Latin America. We are 8-10 staff members with offices in Val-David (Laurentians), Montreal and Guelph, Canada; Mexico City, Mexico and Davao City, Philippines. Despite the distance between us, we work closely together, communicating via Skype, e-mail, telephone, teleconference and travel.

For details of the work of ETC Group please see www.etcgroup.org.

POSITION SUMMARY

This position concerns the provision of administrative and logistical support to the Co-Executive Director in Val-David, QC for approximately 15 hours a week. The successful candidate, while working under the supervision of the Global Director of Operations and the Co-Executive Director in Val-David, will work as a part of an international team and participate in the wider work of ETC Group taking on different responsibilities and duties.

Responsibilities

- Manage day to day organizing of a small office in Val David
- Assist in managing and responding to electronic and mail correspondence
- Prepare and ship parcels to our regional offices, partners or funders
- Help in creating an efficient filing system and procedures
- Assist occasionally in editing and correcting documents
- Assist occasionally in follow-up of grant agreements and projects
- Undertake occasional Internet-based research
- Help manage interview requests, participation in conferences and other events



- Assist with registration of delegates for international meetings (UN Convention Conferences of Parties, World Social Forum etc.)
- Make travel arrangements and help manage communications related to schedule, logistical and financial details, requested documents and information with events organizers and participants
- Plan and provide logistical support for ETC Group meetings with international participants
- Excellent computer skills including proficiency with standard office software (e.g., Microsoft Word and Excel)

POSITION QUALIFICATIONS

The successful candidate will possess some experience related to administrative and coordination work and have the ability to communicate well in English, both orally and in writing. The ability to work in French and Spanish would be a strong asset as would familiarity with standard office software (eg Microsoft Word, Powerpoint and Excel). An ability to write or undertake translations between French and English would also be a strong asset but not essential.

The ideal candidate will be a good team player, and demonstrate strong initiative and flexibility as well as a good sense of humor. The candidate will possess great organization skills and be attentive to detail. They will be comfortable working as part of a virtual international team. Interest in ETC Group's work and mission is important.

Starting salary: \$18-20 per hour, depending on experience and qualifications.

TO APPLY: Please submit a letter and CV via email only to Administrative Assistant, ETC Group at: etc@etcgroup.org. Please place the job title "Part-time Administrative Assistant" in the subject line when responding.

Deadline for application: Monday, April 2nd at 5:00 PM (EST)