

ADMINISTRATIVE COORDINATOR

I HAVE RIGHTS.

Job Titel: Administrative Coordinator

Starting Date: 1. January 2022

Location: remote from anywhere

Minimum Period: 6 Months

Position Type: Part-Time (20h/week)

Contract Limitation: 1 Year + Possibility to prolong

Salary: Competitive Salary

Project Description

The project of I HAVE RIGHTS is a continuation of Refugee Law Clinic Berlin on Samos. It provides legal information to refugees on the island of Samos, prepares applicants for their asylum interviews, conducts legal information workshops, and assists with applications such as family reunification. The project also engages in appeal procedures for rejected applicants, accompanies applicants to interviews and represents at court.

The organisation has an office in Germany, and in Samos. The team in Samos consists of three to four volunteer case workers, a legal coordinator, two to three translators, and a volunteer responsible for social media and advocacy. Detailed information on the project can be found at: www.ihaverights.eu.

The team in Germany consists two part-time project coordinators, the board, and various volunteers that engage in different task forces. The organisational hierarchies are flat; the structures are still evolving, and we would like to welcome you to play an active role in shaping the project.

Role & Responsibilities

You will be one of the two administrative coordinators and as such will act as part of the back-office for the team in Samos.

The tasks will depend on your personal experience and skills.

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Role & Responsibilities

They might include:

- Accounting of the NGO's finances
- Taking care of the employment of team members (contracts, taxes, etc)
- Management of team members

Qualification & Education Requirements

- Experience in at least one of the following fields of work:
- Accounting
- Project Management
- Human Resources
- Volunteer Management
- Proficiency in English,
- Ability to work independently
- Highly capable of navigating oneself in a team,
- Experience in the field of staff management,
- Very structured way of working,
- Team worker with a hands-on mentality,
- Proficiency in MS Office programmes such as Word, Excel etc.

Preferred Skills

- Experience in writing funding applications
- Experience in German Vereinswesen or the administration of a Greek AMKE
- Experience in Graphic Design, WordPress etc.
- Working experience in another legal project in Greece,
- Experience in team supervision and coordination
- Proficiency in Greek or German,
- Experience in the non-profit sector.

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Benefits

- work experience in a progressive environment and a quickly evolving field of human rights law, relevant to a growing employment sector in Greece and Europe.
- Your working schedule is flexible, which means that you can decide on your working days freely. Nevertheless, as we are working with volunteers, you need to show some flexibility in occasionally working in the evenings or on the weekends. We cannot provide a working space for you; you will work remotely.
- We might ask you to travel to Berlin or Frankfurt occasionally. This might be about three to four times a year. Travel expenses and accommodation will be paid.

Closing Date for Applications: 31. October 2021

Interviews will be conducted on a rolling basis

Send your application to: info@ihaverights.eu

For more Project Information: www.ihaverights.eu