

# PROGRAM ASSISTANT (m/f/d)

## LEGACY LANDSCAPES FUND (LLF) - INTERNATIONALER NATURERBE FONDS



IS SEARCHING FOR A:	<b>Program Assistant</b>
REPORTS TO:	Executive Director
LOCATION:	Berlin
CLOSING DATE:	30.06.2022
START DATE:	01.10.2022
CONTRACT:	Full time (40h)

### ABOUT LEGACY LANDSCAPES FUND

Legacy Landscapes Fund (LLF) was founded in 2020 by BMZ and KfW and aims to make a significant contribution to the conservation of global biological diversity through sustainable funding. Under the legal form of a charitable foundation with public (governmental) and private (philanthropic) funds, LLF will provide long-term to permanent core funding for globally essential protected biodiversity areas – the Legacy Landscape - in partner countries of the Global South. To ensure efficient and impact-oriented management of Legacy Landscapes, LLF will promote partnerships of protected area authorities, and local communities, together with experienced NGOs. These partnerships will strive to manage the Legacy Landscapes for improving conservation of biological diversity, while at the same time securing the rights of the local populations and their livelihoods.

### THE ROLE

Based in Berlin, you support LLF's Executive Director and team with administrative and operational tasks.

### KEY RESPONSIBILITIES

- Overall day-to-day management of the office and office logistics (point person for maintenance, mailing, supplies, equipment, invoices, and coordination with service providers)
- Preparation of monthly expense reporting, holiday log
- Organization of logistics for events and meetings (e.g., board meetings, workshops, conferences) including invitation and calendar management
- Minute drafting
- Support program communication and outreach activities including fundraising and activities to raise awareness about LLF within the conservation community
- Set-up and management of databases, knowledge-management, and background document libraries (with SharePoint and Salesforce)
- Support development of administrative and operational procedures for program and office (including e.g., HR, data protection and procurement)
- Support process of LLF project selection

- Support reporting to funders, foundation authorities and public
- Liaise with service provider on IT office equipment / systems and assist team on IT matters to the extent possible
- Support team in planning and execution of procurement (tender processes, documentation, and contract management)
- Support directors in HR recruitment processes
- Provide research services as per demand

## **KEY QUALIFICATIONS**

Candidates applying for this position must provide evidence of the following:

- Minimum of a bachelor's degree
- 1 - 3 years related experience in office management / program assistant (experience from longer internships or student jobs is eligible)
- Experience with communication work is an asset
- Experience within non-for-profit organisations is an asset
- Knowledge of office management responsibilities, systems, and procedures
- Proficiency in Microsoft Office (e.g. SharePoint)
- Sound knowledge and ability to work with computer and software systems databases, spreadsheets. Other software packages (e.g. Salesforce) will be an asset.
- Excellent written and oral language skills in English and German is mandatory, other relevant languages will be an asset.
- Working experience in an inter-cultural environment is an asset
- A work permit for Germany

## **ABOUT YOU**

You are an energetic, well organised and self-starting individual who can express ideas. You are detail-oriented and process-minded, but you are also flexible enough to enjoy working in an international environment for an organization that will spend its first years continually evolving. You should bring relevant experience from initial work experience. You are comfortable working in a small organization and understand that this means every day is different. You have a passion for learning and doing new things. You are ambitious, creative, helpful, and have a good sense of humour. While experience within the non-profit sector is not essential, it would be beneficial. Fluency in English and German is mandatory. You are passionate about long-term conservation of some of the most important biodiversity and conservation landscapes on Earth.

## **BENEFITS**

LLF is committed to providing a competitive and fair pay package that takes account of the responsibilities of the position and the qualifications of the selected candidate. A performance based bonus and public transport support is part of the compensation.

## **APPLICATION PROCESS**

Please include a letter of motivation indicating your salary expectations, and a CV, in English, with all supporting documents in a single pdf document.

Please send to [info@legacylandscapes.org](mailto:info@legacylandscapes.org) by 30.06.2022