

Frankfurt, 12. Dezember 2022

Administration Assistant (part-time)

Location: Frankfurt am Main, Germany
Reports to: NTA Managing Director
Envisaged Start Date: As soon as possible
Contract: Part-time (10 hours per week)
Salary: Commensurate with experiences

NTA is seeking an organized and passionate multi-tasker for the role of an Administration Assistant. This post offers the opportunity to contribute immediately to a growing organization while gaining experience in the administration and management of a non-profit organization. NTA is a unique back-office that provides operational services to four conservation trust funds such that they can focus on their mission to fund nature conservation around the globe (combining about 500 million Euro in capital).

What we offer:

- A dynamic, flexible, and mindful environment that strives for excellence in a broad variety of operational services. You will support our team with collecting, organizing, and documenting financial and accounting information.
- A window into the world of environmental and development NGOs and conservation finance. You will do smaller self-directed research projects to support NTA with preparing and presenting relevant background information.
- Experience with the daily operations of an agile organization. You will help coordinating processes among different stakeholders and support in routine office tasks.

What you bring:

- You have an open mindset and combine the ability to work effectively in fluid settings with structured and clear communication skills.
- You are proficient in English (main working language) and German.
- You have at least 1-2 years of work experience and excellent knowledge of MS office, esp. Excel.
- You take responsibility and reliably deliver on agreed deadlines.

The deadline for applying is January 12, 2023. Send a mail with a cover letter, explaining your motivation and indicating salary expectations, as well as your CV to info@naturetrustalliance.org. If you have questions, please contact the NTA Managing Director Florian Diekert: fdiekert@naturetrustalliance.org

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