

## operations manager

Nr. 2/2023

Become part of ECSA and strive with us to advance science in a democratic and inclusive way. Work for a non-profit organisation, together with a collegial, committed and international team.

ECSA aims to strengthen science and civil society through citizen participation in science. The association sets up infrastructures, promotes knowledge exchange and participates in projects that promote or benefit from citizen science. ECSA supports the citizen science movement in Europe through various capacity-building activities and initiates and performs research on citizen science.

### Description

operations manager

### Working hours/salary

The position comprises 80% of a full-time equivalent. Salary is based on the collective agreement of the Land of Berlin TV-L 10.

### Duration

2 years starting as soon as possible, extension is possible

### Place of work

ECSA Headquarters - the office is situated on the premises of the Museum für Naturkunde Berlin

### Responsibilities

- Support the smooth functioning of the association
- Co-create office policies, guidelines and procedures and monitor compliance
- Maintain and increase efficiency by establishing processes
- Execute, coordinate and supervise various administrative tasks
- Participate in human resources tasks, including setting standards, drafting recruitment procedures and attracting talent
- Manage and communicate with members

## Requirements

- University degree and significant work experience in administration, communication, non-profit management and organisational development
- Self-motivated, highly organised, with exceptional attention to detail
- Strong communication skills, experience with on- and offline communication
- Fluency in English and German, oral and written communication
- Knowledge of legal and fiscal aspects of organisational development and non-profit management
- Very good Excel knowledge
- Interest in current developments of citizen science

## Our offer

- Varied work in the field of science and society in a non-profit member association
- Attractive workplace on the grounds of the Museum für Naturkunde Berlin
- Remote working possible, flexible working hours
- Committed team and innovative atmosphere
- An attractive salary

We welcome applicants of all origins, ages, ethnicities and genders.

## How to apply

Please send your complete application documents (letter of motivation, CV and relevant degrees) in one PDF document before 14 March 2023 to:

email: [job@ecsa.ngo](mailto:job@ecsa.ngo)

job advertisement: **02/2023 operations manager**