



European  
Citizen Science  
Association

## Office assistant

job opening no. 1/2025

Join ECSA and contribute to advancing science in a democratic and inclusive manner. Work within a collegial, committed, and international team at a non-profit organisation.

**ECSA Mission:** To empower science and civil society by fostering citizen participation. We establish infrastructures, facilitate knowledge exchange, and engage in projects that leverage or benefit from citizen science. Through capacity-building activities and research, ECSA champions the citizen science movement across Europe.

**Role Overview:** Office assistant

### Employment Details:

- **Working Hours/Salary:** 70% full-time equivalent; compensation according to TV-L 8, Land of Berlin collective agreement.
- **Duration:** April 2025 - March 2026, with potential for extension.
- **Location:** ECSA Headquarters, Museum für Naturkunde Berlin

### Responsibilities:

- Manage timesheets, travel requests, purchase orders, and reimbursements with speed and accuracy.
- Support the admin side of projects coordinated by ECSA, including tracking documents and deadlines.
- Maintain accurate employee records and update financial data.
- Coordinate event logistics such as venues, catering, and participant registrations.
- Oversee onboarding processes, ensuring smooth integration of new team members.
- Handle office needs, including ordering supplies, printing, and maintaining workflows.
- Maintain and improve templates, financial overviews, and project tracking in Excel/Google Sheets.



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- Identify and implement improvements to simplify and optimise our admin processes.
- Act as the first point of contact for the office, responding to general inquiries from individuals, organisations, and stakeholders, and directing them as needed.
- Identify opportunities to improve office processes and implement more efficient workflows.

#### **Requirements:**

- Strong skills in Excel (formulas, pivot tables, data tracking).
- Hands-on experience in office administration and process optimisation.
- Organised, independent, and solution-oriented working style.
- Service mindset and clear communication skills.
- Fluent in English; German is a plus.

#### **ECSA Offers:**

- A dynamic, international work environment with flexible hours and remote work options.
- A supportive team and a role with real impact.
- Opportunities for growth and professional development.

**Diversity Statement:** We encourage applications from individuals of all backgrounds, ages, ethnicities, genders, languages, religions, disabilities, and sexual orientations.

**Application Process:** Please submit a CV and a cover letter detailing your motivation and suitability for the role, addressing the requirements specified above. Include certificates and work references in a single PDF file by 24.03.2025 quoting job advertisement number. Send your application to [job@ecsa.ngo](mailto:job@ecsa.ngo).