

Job: Executive Assistant and Communications Officer

World Fair Trade Organization (WFTO)

Reports to: Chief Executive.

Contract: 36 hours/week, 1-year contract with possibility of extension.

Remuneration: EUR (1,820 gross for 36 hours/week plus 8% holiday allowance and additional salary of a fixed 13th month)

Location: WFTO Office, in Culemborg, the Netherlands (working language is English).

Timeline: To start January 2020

OVERVIEW

- Supporting the Chief Executive on planning and engagement
- Supporting WFTO communications to shape the face of WFTO
- Key part of small global team, working closely with senior leadership
- Global role, regularly engaged with people from across the world

BACKGROUND

The World Fair Trade Organization (WFTO) is the global community and verifier of social enterprises that fully practice Fair Trade. With a membership of over 400, we support and represent Fair Trade Enterprises (WFTO members) from over 76 countries.

As a global network focused on social enterprises and Fair Trade, we support and promote models of business that put people and planet first. Our members go where other businesses don't and support people other businesses won't. From refugee livelihoods to women's leadership, from upcycling to organic agriculture, WFTO members are pioneering new business models across our planet.

WFTO verifies and promotes such enterprises, and fosters collaboration between them. Across 76 countries, we are reshaping global business and trade by showcasing an alternative model. Our community is a proof of concept of a business world that works for both people and planet.

WFTO was founded in 1989 and is governed by an elected Board of directors and a president. It maintains a small office in Culemborg, the Netherlands, to co-ordinate its activities. There are also multiple regional branches of the WFTO that maintain small offices.

POSITION SUMMARY

The combined role of Executive Assistant and Communications Officer works closely with the Chief Executive on a range of planning tasks and also works to support the WFTO communications team.

MAIN TASKS and RESPONSIBILITIES

Main tasks will include (assisting in) the following:

- Anticipates and prepares materials needed by the CE for such activities as conferences,



Address

WFTO World Fair Trade Organization,
Godfried Bomansstraat 8-3,
4103 WR Culemborg, The Netherlands



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correspondence, appointments, external meetings, WFTO General Meetings and board meetings.

- Schedules meetings and travelling arrangements, keep track of the CE agenda, takes notes and minutes as necessary.
- Prepares accurate documents on timely basis and reviews materials prepared for CE approval for accuracy, format and spelling/grammar.
- Communicates with all relevant employees to ensure deadlines are met.
- Supports in Monitoring and Evaluation processes of the organisation where requested.
- Supports the Board in administrative tasks, and assists in decision-making processes as necessary.
- Undertakes project management and reporting as needed.
- Conducts research on innovation, trends and organisational processes as needed.
- The Executive Assistant may be expected to perform additional tasks to support the Chief Executive and other staff members within the framework of the employment contract. This position may involve occasional domestic and international travel to attend conferences, board meetings and for other reasons.
- Working with the communications team to produce communications materials (conceptualization, copy and lay out), including press releases, annual reports, leaflets, posters, business cards, blogs and infographics as agreed with the Communications Manager and/or Chief Executive.
- Supporting interns on social media content creation as required.
- Supporting the Communications Manager and Chief Executive in developing WFTO communication strategies and plans.
- Where required, supporting the WFTO communications team on various tasks.

The officer may be expected to perform additional tasks to support other staff members within the framework of the employment contract.

KEY COMPETENCIES and PERSONAL ATTRIBUTES

A highly motivated, well-organised and hands on person, able to manage her/his own time and work priorities, with excellent oral and written communication skills.

Essential

- Excellent verbal and written communications skills.
- Proven IT skills including MS Office (Word, Access, PowerPoint, Photoshop, lay-out and).
- Fluency in spoken and written English (near native level).
- The ability to juggle competing priorities and perform well under pressure.
- Understanding of and commitment to the philosophy of Fair Trade.

APPLICATION and DEADLINE

Those interested in this position should email their cover letter and CV, in English, to secretariat@wfto.com no later than 2 December 2019. Candidates are requested to mention they have the right to work in the Netherlands.

** Due to privacy requirements and regulations, all CVs and application letters will be deleted within 3 months of the application.*



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