



Wildlife Justice
Commission

Wildlife Justice Commission

Law enforcement and legal experts fighting transnational organised wildlife crime.

The Wildlife Justice Commission is an innovative, young, mission-driven organisation, leveraging the rule of law and the power of investigation to stop the extinction of our wildlife. Our mission is to disrupt transnational organised wildlife crime by exposing criminal networks and the corruption that enables them to flourish, by convincing – or if need be, pressuring – governments to enforce the law.

The Wildlife Justice Commission has been very successful in its recent start-up years and is growing quickly. To be able to support this worldwide growth, we have a fulltime position available for an experienced, enthusiastic, and well-rounded

Administrative Coordinator, Office of the Executive Director

Fulltime, 40 hours per week

Position Overview

The Administrative Coordinator is a key member of the organisation, responsible for providing administrative support to the Executive Director, as well as logistical and coordination tasks. The position provides a range of high-level and comprehensive administrative, personal, and other supports, to ensure the Executive Director's work is supported with the appropriate service, systems, and processes necessary to maintain high standards. The Administrative Coordinator is an indispensable link in the Wildlife Justice Commission's work processes and ensures that everything behind the scenes runs smoothly. Reporting to the Executive Director and Special Advisor, supporting the Executive Board, Supervisory Board and the Management Team and team member of the Special Advisor.

Tasks and Responsibilities

Executive support:

- Managing the agenda of the Executive Director and prioritising his/her daily schedule. Keeping track of the status of a high volume of open items.
- Booking flights, transport and accommodation for the Executive Director and Management Team members.
- Taking care of incoming and outgoing communication and correspondence for the Executive Director and the general email box. Fields telephone calls, emails and inquiries and determines daily which can be handled by the Executive Director.
- Preparing meetings by drafting the agenda and preparing, or obtaining, other material necessary to ensure that the Executive Director has appropriate information.





- Organising management, board, and committee meetings, which involves drafting agendas, writing minutes, coordinating logistics, compiling board pack content, distributing to the members, and following up on action points.
- Prepare credit card reports, DSA, and reimbursement requests for the Executive Director.

Information management:

- Filing and maintaining the documentation of the Executive Director, Supervisory Board, and the Management Team.
- Archiving minutes, documents, and contracts/agreements.
- Managing databases related to the Executive Board, responsible for maintaining up-to-date records for all Executive Director's relationships.
- Implementing and maintaining procedures and office administrative systems.

Office management:

- Facility management by taking responsibility for the upkeep of the office building.
- Ordering stationery, office and kitchen supplies and coordination of cleaning.
- Back-up for basic IT support on Office 365.
- Liaising with staff, suppliers, and other external relations.

Planning and organising:

- Organising staff events and supporting colleagues organising conferences.
- Preparing meetings of the management by checking equipment, having paperwork ready, welcoming guests.

All duties related to the position, and which may reasonably be requested by the Executive Director.

Knowledge and Skills

- Eagerness and ability to “make things happen” properly and on time.
- Outstanding attention to detail.
- Good team player and capable of working independently with a minimum supervision.
- Reliability and discretion: you will often learn of confidential matters.
- Adaptability and stress resistance.
- Communication, diplomacy, client orientated, negotiation and relationship-building skills.
- IT skills with a full understanding of wide a range of software tools and infrastructure, including Microsoft Office365.
- Flexible, with initiative and problem-solving skills.
- Hands-on talent for planning, prioritising, time management and organising.

Education and Experience

- At least 2 years' experience in a similar position working with an executive in a fast-paced and high-volume work environment.





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- Bachelor's degree in Business Administration, International Relations or equivalent from a recognised institution.
- Fluent in English at CEFR level C1. Other languages at C1 level are an advantage.
- Excellent written and oral communication skills are essential to the role, including demonstrated experience in proofreading, and supporting the development of documentation and presentations addressed to external stakeholders.
- Comfortable in a multicultural environment, with colleagues of different nationalities and cultural backgrounds.

We offer

- A contract for 40 hours per week at our office in The Hague.
- Working hours follow the Executive Director's base in the Netherlands and the US, and sometimes other time zones of operations.
- An international environment and working in English.
- Competitive employment conditions.
- A chance to make a difference.

Looking to make a difference for wildlife?

Please email your CV and motivation letter in English by email only to careers@wildlifejustice.org. CVs without motivation letters will not be considered. Should you have any questions about this position, please email us at this address. Please indicate "Administrative Coordinator, Office of the Executive Director" in the email subject line.

To support our objectives, the Wildlife Justice Commission employs staff of many nationalities, cultures, languages, and opinions. This international and diverse character is one of the core values of the organisation, and we therefore seek to sustain and strengthen this diversity, and to ensure equal opportunities as well as an inclusive working environment for our entire workforce.

Deadline to submit applications: 19 May 2022

Please note that only short-listed candidates will be contacted.

