

CEO Office Project Assistant

Young Professionals Programme (One-year fixed term contract)

Starting date:	As soon as possible
Contract Type:	One year contract
Salary:	48,000 CHF per annum
Location:	Geneva, Switzerland
Application closing date:	Midnight CET, 1 November 2021



Context

As part of a new initiative to offer young professionals the opportunity to gain valuable work experience to help start their career in a chosen area, BCI has a vacancy for a Project Assistant to support the CEO Office in several projects and routine procedures. We are looking for an enthusiastic and energetic individual who is eager to witness the management of a fast-growing international NGO headquartered in Geneva. This will be a position where you will play a key role in supporting significant governance mechanisms of the organisation and gain multi-faceted project management experience. You will support the CEO and several managers leading various aspects of governance projects.

The CEO Office Assistant will provide support to deliverables of ongoing projects, help ensure the project is progressing according to plan assisting the CEO Office, Communications and Membership staff. Under the line management of the CEO Office Manager, the Assistant will provide support to BCI Council Elections, and General Assembly taking place in 2022.

This role will also offer plenty of opportunities for personal and career development, gaining insight into the management of an international not-for-profit organisation. The post holder will regularly collaborate with staff and stakeholders in different locations, such as China, India, Pakistan, West Africa, Mozambique, and North America. Additionally, learning will be on offer by interaction with other functions within BCI and by attending regular internal meetings and training sessions. The selected candidate will also have some opportunity to shape the role, with options for research and the ability to support on their interest areas.

About BCI

The Better Cotton Initiative (BCI) is the largest cotton sustainability programme in the world. In under 12 years, the Better Cotton Initiative and its Partners have supported 2.3 million farmers in 23 countries. In adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 22% of global cotton production.

This is an exciting time to join the organisation as we transition to our new ambitious 2030 strategy and increase our profile, impact and reach so we can make Better Cotton a sustainable mainstream

commodity; we want to transform the market and make cotton production better for the people who produce it, better for the environment it grows in and better for the sector's future.

Job Activities

BCI Council Elections

- Draft outreach and communications content on elections and respond to member queries on applications
- Support the BCI Project team in increasing the visibility of Council Elections among members and attracting suitable candidacies both during elections and the subsequent co-optation period.
- Create social media posts on BCI's multistakeholder Council and the upcoming elections for linked-in, Instagram and BCI's website.
- Help develop a platform for candidates and member interaction on an existing social media platform
- Monitor and facilitate candidate and member interaction.
- Desktop research for good practice in increasing voter turnout in membership associations
- Help manage the electronic voting platform
- Assist the project team consisting of the CEO Office Manager, Membership Manager Communications Coordinator and Events Coordinator in the smooth management of the project deliverables
- Support CEO and CEO Office Manager in content development for virtual campaigning period
- Help ensure the Elections process is fair, transparent and according to the rules prescribed by the organisation's statutes.
- Support the development of the Council member induction programme

BCI General Assembly

- Liaise with staff members and support core Project Team in organising the General Assembly
- Active contribution to the project execution of the General Assembly under the supervision of the project managers
- Research on good practice of annual member meetings and propose event design ideas to the project team
- Assist with logistics and session details

Support to CEO Office

- Support the CEO and CEO Office Manager in preparation of presentation material for Elections.
- Support the Governance Improvement Workstream led by CEO Office

- Help manage the elections calendar, send out invitations, track attendance, communicate meeting agendas
- Assist meeting logistics, summary reports, minute taking
- Perform additional activities as assigned by the CEO

Skills and Knowledge

While we do not expect candidates to have prior work experience for this entry-level role, we would like to see motivation from candidates for learning new things and being ready to take on several project tasks with minimum supervision. We will be looking for the following skills and knowledge in the applications:

Skills, Knowledge and Experience
<i>Essential</i>
Interest in a career in administration/communications in a global NGO
Fluent English: BCI's operating language is English
Good working knowledge of Microsoft 365 package (Outlook, Word, Excel, Sharepoint)
Interest in gaining external communications and social media experience
Confident in communicating with a wide range of people from different backgrounds and cultures
Well-organised and happy to provide administrative support to others
Comfortable working against deadlines
Ability and motivation to work independently and to take initiative
Enjoys learning, innovating and taking on a challenge
<i>Desirable</i>
Interest in coordination, event and project management
Interest in and commitment to sustainability
Existing intern or volunteering experience in the not for profit sector
Experience in managing organisational social media accounts

Working Arrangements

The position is full-time (40 hours per week) and will be based in the Geneva office. BCI offers flexible working, with core hours being 10am – 4pm and the option to work from home one day per week.

Applications

Interested applicants with the required qualifications are asked to send a detailed CV (2 pages maximum) and a motivational letter (1 page maximum), in English, by email to: recruitment@bettercotton.org with subject: "Application CEO Office Project Assistant" by Midnight on the 1 November 2021 at the latest. Applications will be reviewed on a rolling basis.

We thank all applicants for their interest; however only shortlisted candidates will be contacted. BCI is currently unable to provide sponsorship for work permits, and candidates need to have pre-existing right to work in the location where they will be based. BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human and financial resources.

