



Beyond Plastic Med Assistant coordinator job description

ORGANISATION

Beyond Plastic Med Association (BeMed)

Faced with the extent of plastic pollution in the Mediterranean, the Prince Albert II of Monaco Foundation has joined forces with the Tara Ocean, Mava, Surfrider Europe foundations and the IUCN to create the Beyond Plastic Med association.

Since 2015, BeMed has aimed to reduce plastic pollution by supporting and connecting committed mediterranean stakeholders, accompanying the implementation of concrete and sustainable solutions and promoting the sharing of knowledge and good practices. Since its inception, BeMed has supported 82 initiatives in 15 countries around the Mediterranean. In 2020, BeMed created a Business Club to support Mediterranean companies in reducing their plastic footprint.

JOB TITLE

Assistant coordination Beyond Plastic Med

DESCRIPTION OF THE MISSION

Under the supervision of the Executive Secretary and in compliance with the administrative and financial rules of the various donors and in accordance with the rules in force, he/she is responsible for the secretariat, financial and administrative management of the association and its activities.

The assistant participates in the selection of projects and is responsible of its administrative aspects and monitoring. He/she prepares communication materials to promote the projects.

He/she is in charge of the logistical aspects of the events organised by the association.

He/she is in charge of the management of the secretariat, of the contact e-mail address and supports the missions of the executive secretary of the association.

Position based in Monaco 1-year renewable contract

Start date: 1 July 2022 ideally

Application deadline: **12 June 2022**

SPECIFIC ACTIVITIES OF THE POST

A. Administrative and financial management of the BeMed Association and its activities

Ensures compliance with expenditure commitment procedures and prepares the payment of invoices and grants according to the association's internal payment delegation procedures,

Is the interface between the association, the accountant, and the auditor,

Prepares and submits financial reports in accordance with the donor schedule,

Controls the implementation of the budget and monitors the budget amendment procedures,

Centralizes and ensures the administrative and financial monitoring of agreements, grants and contracts,

Prepares the association's general annual financial statement and budget for presentation to the General Assembly and the Board of Directors,

Prepares the communication elements for the association's annual report,

Manages the association's internal administrative procedures (board of directors, general assembly, etc.).

B. Management of BeMed-supported projects

Participates in the selection and evaluation of applications received in the framework of calls for projects,

Is in charge of the administrative aspect and monitoring of projects supported by BeMed,

Prepares the necessary information for project communication.

C. Logistical organisation of events

Asks for and negotiates quotes,

Organises travel / accommodation for the team and partners (consultants, board members, scientific committee, project leaders, etc.),

Is in charge of the logistical preparation of the event (venue, catering, setting up the room...) and its smooth running,

Is the privileged contact for providers and participants in events organised or attended by BeMed,

Receives, checks and forwards invoices to the accounting department.

D. Management of the secretariat and support of BeMed's activities

Manages the secretariat and the contact e-mail address,

Supports the communication of the association,

Assists the Executive Secretary in all her tasks.

RESEARCH PROFILE

Minimum of 3 years in Management / Administration

Proven experience in the financial management of an association required

Fluent French and English

Experience in event organisation

Environmental awareness

Knowledge of environmental issues related to plastic pollution desirable

Perfect command of office automation tools

Excellent writing skills

Good oral expression

Rigour and autonomy

Experience in communication is a plus

Proficiency in a second Mediterranean language is a plus

REMUNERATION

1900-2200 € net depending on profile and experience

CONTACT

Send CV and cover letter to: candidature@beyondplasticmed.org