Help us advance digital rights in Europe!

The Digital Freedom Fund works to advance digital rights through strategic litigation in Europe. We do this through grants to support the legal, advocacy, research, and other costs involved in litigation; through facilitating litigators’ access to pro-bono legal support; and through facilitating skill development and networking in the digital rights field.

We are looking for an Events and Operations Coordinator to support our partners in bringing about change.

To facilitate collaboration and learning within the digital rights field, DFF organises a number of events, including an annual Strategy Meeting, litigation retreats, and virtual meetings to collaboratively strategise on litigation. The Events and Operations Coordinator will work under the supervision of the Director and in close collaboration with the legal team to successfully implement DFF’s events. The Events and Operations Coordinator will also assist the Director in keeping DFF’s general operations in pace with its programmatic activities.

DFF operates with a light operational staff. Its offices are in Berlin, where the Events and Operations Coordinator will be based.

Role description

The majority of the Events and Operations Coordinator’s time will be dedicated to DFF events, including the following main tasks:

- Responsible for planning and organising logistics for partners' meetings, trainings and convenings;
- Assist in developing meeting agendas and communications with participants;
- Assist in the development and management of budgets for events;
- Plan and implement external communications about events, both with the wider DFF network and a general audience;
- Assist in the preparation of event materials, and ensuring comprehensive documentation of meetings, trainings, etc. for monitoring & evaluation and organisational learning purposes;
- Assist in the follow-up to events, assuring continuity between them, and helping to identify new DFF projects based on event outcomes;
- Document, automate, and improve events-related processes and communications;
- Provide input on reports to help DFF meet its funder reporting obligations.

Part of the Events and Operations Coordinator’s time will be dedicated to assisting with DFF’s general operations, in particular:

- Assist the Director in managing and improving key operational processes as required.
Candidate profile

- At least 2 years of progressively responsible, relevant professional experience; experience in the non-profit sector a plus;
- Excellent written and verbal skills in English; German language skills are a plus;
- Attention to detail essential;
- Able to work effectively both as a team member and independently, with a high level of self-motivation; excellent organisational and interpersonal skills;
- Proactive work attitude; able to prioritise between competing tasks and to set and meet goals;
- Demonstrable commitment to human rights; interest in digital rights is a plus;
- Willingness to occasionally travel internationally.

Conditions

Salary: EUR 25,000-32,000 gross per year, depending on level of experience, based on full-time employment of 40 hours per week. DFF provides its employees with a laptop, mobile phone contribution, and pays a pension contribution additional to the statutory requirements. The initial employment term will be 1 year, with the possibility of renewal.

Deadline for applications is 15 March with a preferred start date of May 2020.

How to apply

Please send the following to info [at] digitalfreedomfund.org with "DFF Events and Operations Coordinator" in the subject line:

- Statement of motivation (1 page)
- CV (2 pages)
- Names of two professional references

References will not be contacted without prior approval of the applicant.

https://digitalfreedomfund.org
https://twitter.com/df_fund
info@digitalfreedomfund.org