

## Help us advance digital rights in Europe!

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

We are looking for an **Operations and Events Officer** 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 Operations and Events Officer will work under the supervision of the Director and in close collaboration with the legal team to successfully implement DFF's events. The Operations and Events Officer will also assist DFF in keeping general operations in pace with its programmatic activities.

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

## Role description

Part of the Operations and Events Officer's time will be dedicated to coordinating DFF online and in-person events. Main tasks include:

- all aspects of logistical coordination of events, trainings and convenings:
  - coordination of logistics for virtual meetings: setting up and managing Zoom calls and other meeting types on online platforms, ensuring digital security for online gatherings;
  - communication and confirmation with participants, including the tracking of RSVPs;
  - assistance in the preparation of event materials;
  - comprehensive documentation of meetings, trainings, etc. for monitoring & evaluation and organisational learning purposes;
  - event budget tracking and oversight;
  - assistance in follow-up to events;
  - coordination of logistics for in person events: participant travel and accommodation, venue and catering, participant transfer to venue;
- management of relationship with travel agents and other vendors and service providers;
- coordination with Finance on budget monitoring and ensuring invoices are submitted by vendors in a timely manner; and
- documentation, automation, and improvement of events-related processes.

The other portion of the Operations and Events Officer's time will be dedicated to assisting with DFF's general operations. These responsibilities include:

- ensuring IT needs are met; coordination of communication on day-to-day issues with IT providers;
- routine back-ups and other regular non-technical IT tasks; management of IT subscriptions;
- office management related tasks such as service hire, office rental, office supply management, asset management, mailing, printing, and other ad-hoc errands;
- general correspondence: monitoring, addressing and redirecting queries from third parties;
- documentation, automation, and improvement of office management-related processes.

## Candidate profile

The successful candidate will be able to demonstrate the ability to:

- efficiently and effectively manage and coordinate all logistical aspects of online and in-person events with 20-70 participants;
- work independently within a small team with a high level of autonomy;
- manage multiple events as well as everyday operational responsibilities simultaneously;
- make their own plan for systematically managing office and operational tasks;
- manage event budgets, event/office expenses and vendor relationships in close coordination with Finance;
- document events and logistics with sufficient detail to facilitate follow-up and M&E;
- procure products and services according to DFF's procurement guidelines to ensure transparency and cost efficiency; and
- critically reflect on and improve events and office-related processes.

The successful candidate is highly organised, agile, and keen on taking initiative. They are fluent in written and spoken English and possess intermediate to advanced German language skills for communication with vendors. The candidate will also have basic proficiency with common office software and utilities such as cloud servers, password managers, project management software and MS Office. German work permission is required. Occasional international travel can be required.

## Conditions

Salary: EUR 25.000-37.000 gross per year, depending on level of experience, based on full-time employment of 40 hours per week. DFF offers an attractive additional pension contribution and provides its employees with a laptop and a mobile phone contribution. The initial employment term will be one year, with the possibility of renewal.

Deadline for applications is **9 May 2021** with a preferred start date of **1 July 2021**.

## How to apply

Please visit our recruitment portal to apply:

<https://digitalfreedomfund.bamboohr.com/jobs/view.php?id=22>

In the recruitment portal, you should be prepared to supply the following:

- your CV (2 pages)
- two professional references that can attest to the candidate's competencies and compatibility with the Candidate Profile. References will not be contacted without prior approval of the candidate.
- Responses to the motivation questions:
  - What about working in operations and events professionally satisfies you?
  - What common pitfalls do you see organisations make in operations and events and what working methods have you adopted to counteract those pitfalls?
  - Like most organisations, DFF has seen drastic changes since the beginning of the COVID-19 pandemic. Operations and events are the two most heavily affected areas of its work. What do you see as key in adapting operations and event management to the COVID-19 context?



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