

## 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 temporarily join our time as a maternity cover.

DFF's legal team organises several events each year for digital rights litigators and partner organisations. The Operations and Events Officer will work closely with the legal team to coordinate these events, including the DFF's annual Strategy Meeting, set to take place in February 2022. Additionally, the Operations and Events Officer will assist DFF in simple ad hoc operational tasks, such as purchases and coordinating IT help desk tickets.

The position is offered on a **full-time** basis for a duration of **4-6 months**. The position will be based in Berlin with flexibility to work remotely when presence in Berlin is not required. DFF's office is in Kreuzberg.

## Role description

Most of the Operations and Events Officer's time will be dedicated to coordinating DFF online events. This includes several smaller meetings and the annual Strategy Meeting with an expected 70-100 participants. Main event management responsibilities include all aspects of logistical coordination of events, trainings and convenings:

- 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; and
- assistance in follow-up to events.

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

- coordination of communication on any issues with IT providers, (e.g. opening and following up on IT help desk tickets);
- response to general correspondence: monitoring, addressing, and redirecting general queries from third parties; and
- ad hoc office management tasks.

## Candidate profile

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

- efficiently and effectively manage and coordinate all logistical aspects of online 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; and
- procure products and services according to DFF's procurement guidelines to ensure transparency and cost efficiency.

The successful candidate is highly organised, agile, and keen on taking initiative. They are fluent in written and spoken English. Working knowledge of German would be a plus. 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.

## Conditions

Salary: EUR 2.200 - 3.000 gross per month, depending on level of experience, based on full-time employment of 40 hours per week. German work permission is required.

DFE provides its employees with a laptop and a mobile phone contribution. The contract will be a fixed-term temporary contract.

Deadline for applications is **15 October 2021** with a start date on **15 November 2021** or no later than **1 December 2021**.

## How to apply

Please visit our recruitment portal to apply:

<https://digitalfreedomfund.bamboohr.com/jobs/>

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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