



Operations and Communications Coordinator Job Description

Location: Home/remote working, Attica or Argosaronic region based, frequent travel to the region required

Hours: Part-time equivalent to 75% FTE, flexible working as standard

Fees: Consultancy contract €17,000-18,500 per annum subject to level of skill and experience

The Argosaronic Environment Foundation (AEF) aims to protect and regenerate the marine and terrestrial ecosystems of the Argosaronic and improve the relationship between humans and nature. We raise funds from individuals and businesses with ties to the region and channel them to innovative and impactful local initiatives to restore the Argosaronic natural environment and enhance sustainability. We collaborate with a broad range of local stakeholders and non-profits as well as strategic partners, building alliances and coalitions for nature conservation.

AEF is a branch of the Conservation Collective, a global network of local environmental charities that leverage funding, expertise, and contacts to enable grassroots projects to amplify their environmental impact.

Since launching in the Summer of 2021, AEF has supported 20 projects awarding more than €150,000 of grants principally in the Argolic gulf in the areas of marine restoration, sustainable resource management, biodiversity conservation and sustainable tourism. Recently, our geographic reach has extended to also include the Saronic gulf and broaden our impact.

As our organisation grows, we are recruiting a part-time Operations & Communications Coordinator to help scale up our impact and awareness of our work.

We are seeking a self-motivated, organised and adaptable individual, able to work with a remote team and engage with local civil society while occasionally travelling throughout the Argosaronic region. There is potential for the role to grow as the charity expands.

Main objectives of the role:

1. To undertake day-to-day operational and administrative tasks related to grantmaking, fundraising and governance
2. To lead on communication work, showcasing and promoting the Foundation's activities through various media channels and platforms
3. To carry out stakeholder mapping and outreach activities to encourage and support local engagement

Key activities will include working closely with the Executive Director, and undertaking:

- Administrative processes (maintaining accurate records in Salesforce, scheduling, supporting and reporting on internal and external meetings, responding to enquiries)
- All aspects of grant-making process through the pipeline (idea exploration, grant application, review process, monitoring and reporting)
- Management and monitoring of the website and social media platforms (regular content creation, posting and uploading)



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- Crafting other informational and public relations materials (newsletters, annual donor reports etc.)
- Coordination of community outreach programs, workshops and events
- Representation of AEF at events and conferences
- Organisation of fundraising and awareness events
- Establishment and maintenance of relationships with media contacts and other stakeholders
- Grant prospect research (mapping and identification of suitable potential local groups and projects at local level) and assistance in the development of funding proposals for submission to the Foundation
- Outreach development and maintenance of effective networks with principal grantees and partners

The person for this job will:

- Have a background and/or academic qualifications in communications, environmental studies or related disciplines.
- Be inquisitive, proactive, able to multi-task and energetic
- Demonstrate excellent writing and verbal communication skills with attention to detail
- Have good digital and social media skills and be able to create compelling content for various platforms, including print, web, and social media
- Be competent in MS Office suite (Word, Excel, PowerPoint) and eager to learn other relevant software (Canva, WordPress, Mailchimp, Salesforce etc.)
- Be fluent in Greek and English
- Travel locally for project site visits, meetings, events etc.

Prior experience in the non-profit / civil society sector will be considered an advantage.

Apply by August 26th 2024 by sending a CV and cover letter (both documents in English and Greek) at:
info@argosaronicenvironment.org