

## Coordination Officer (gn)

**Stellenanbieter:** ClientEarth – Anwälte der Erde

Join us as a Coordination Officer and you will be working closely with the Head of ClientEarth Germany, providing a wide range of high-quality and essential administration, organisational and programme coordination support in our growing Berlin office. ClientEarth is a global legal and environmental charity that uses the power of the law to fight against climate change and to protect nature and the environment. We have offices in Europe, the US, Japan, and China.

### Meet your Manager

In this role, you will be managed by Dr Christiane Gerstetter who is a German lawyer, with a focus on environmental and international economic law. She is admitted to the bar in Germany. Dr Christiane Gerstetter joined the Berlin office of ClientEarth in 2019. She first worked as a Legal Researcher in the Fossil Fuel Infrastructure programme and then went on to lead the activities of that programme in Germany. At the beginning of April 2024, she was appointed a Managing Director of ClientEarth gGmbH in Germany and is now the Head of ClientEarth in Germany. For many years, she has been involved with social movements, with a particular focus on climate change.

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### Aufgaben

- General administration support to the Head of Germany and other Berlin staff, including: scheduling meetings, preparing agendas, summaries, supporting report writing (annual report, grant reporting), preparing, processing, and filing contracts, procurement, invoice processing, budget management
- Support on building a strong office culture and community (in collaboration with the Head, Operations Manager and people and culture colleagues) among others through organising team meetings in the Berlin office.
- Be an internal communications champion in the Berlin office. Working with our Internal Communications team to help connect the office with ClientEarth's other offices globally and helping to connect the various teams within the Berlin office; manage document templates and internal intranet.
- Support on general research tasks

### Anforderungen

- Demonstrable experience of providing administrative, or similar support to senior staff and/or a team
- Advanced (CEFR level C1) in English (essential)
- Advanced (CEFR level C2) in German (essential)
- Strong computer skills – Microsoft Office packages: Word, Outlook, Excel (essential)

- Strong organisational skills and ability to efficiently manage multiple tasks and priorities (essential)

## Benefits

- Flexible working: We are proud to be a Flexa accredited Employer. Visit our Flexa Employer page for more information on our approach to flexible working. Our flexible working policy allows our people the choice to decide to work from home/another location in the country where their contract of employment is issued for 80% of their month, with the other 20% of their month being office-based See our Benefits page for more.

## Bewerbungsprozess

ClientEarth values diversity and inclusion and the benefits this brings. We aim to appoint the most suitable candidate at all times and welcome applications from people from all different backgrounds.

Please note that ClientEarth is only able to employ those who have the pre-existing legal right to work in Germany.

ClientEarth is not a law firm and does not provide legal advice or legal services to third parties. Please apply by clicking on the "Direkt Bewerben" button.

- **Anstellungsart:** Festanstellung
- **Arbeitszeit:** Vollzeit
- **Jahresgehalt:** 47.000 €
- **Berufserfahrung:** 2 - 3 Jahre

**Einsatzort:** 10179 Berlin / hybrid, Deutschland

**Stellenanbieter:** ClientEarth – Anwälte der Erde  
Albrechtstraße 22  
10117 Berlin, Deutschland

**Online-Bewerbung:** <https://jobs.clientearth.org/jobs/vacancy/899/Good%20Jobs%20DE/detail>

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**greenjobs.de-Adresse dieses Stellenangebots:** <https://www.greenjobs.de/a100144283>