



## **We're looking for Greek Legal and Financial Administrative Support**

*Are you looking to make the world a better place?*

*Do you want to make some real impact and join a team of highly motivated and dedicated people with a true joint ambition? You've found your match!*

### **The Movement**

Movement on the Ground is a foundation that started on Lesbos, Greece in 2015 in response to the humanitarian crisis affecting the innocent men, women, and children forced from their homes due to war, poverty and climate change. Our initial aim was to fill the gaps in humanitarian aid provided at the time – which we are still doing – but now, we have come to the conclusion that the so called “system gap” is solvable, and this is something we are working on together with both the Greek and Dutch governments. We are very proud to now provide relief in refugee camps on both Lesbos and Samos. The projects that we run in these camps are designed to bring dignity, sustainable and innovative solutions.

### **A little about the team**

We are a bunch of like-minded, out-of-the-box thinking, hands-on entrepreneurs from all corners of the world, who are constantly challenging the status quo. We come served with a side of humility and we are always looking into ways to build bridges between all the stakeholders involved in the European migration situation. We all have the same goal, to spread our vision of making the world a better place.

*Nothing is impossible for us; this is how we act, how we think and how we work.*

### **Why do you want to join us?**

In order to operate as an organisation, we need a great deal of freedom, a vibrant and inspiring work environment and an access to a large network that is directly involved in our mission. So, that's what you get if you work with us!

We are changing the status quo in the NGO world by empowering refugee camp residents by including them in all of our activities by utilising their skills so that they feel part of the solution and a part of a community as a whole. We bring innovative, sustainable solutions for a positive impact on the refugee crisis.

This means: **steep learning curve | pushing forward mentality | getting things done!**

For more about us and what we do see here, <https://movementontheground.com/about-us>

### **The goal of this role**

Keeping an NGO running requires a lot of administrative work. Especially as a foreign NGO in Greece, we are in need of local help! Our Lesvos team is looking for someone to support them with legal and financial administrative procedures within Greece.

### **What will you be doing to make this happen?**

Under the care of the Field Operations Officer, you will be:

- Translating documents from Greece to English and vice versa
- Supporting with drafting of documents like contracts
- Supporting in finance and administration
- Supporting in protection work inside RIC Lesvos
- Supporting in informing the team of local developments e.g. following local and national current developments in the Greek news and briefing the team about any relevant developments

### **Competencies and skills**

- Fluent in Greek and English – written and spoken
- Knowledgeable about the Greek legal system and procedures
- Highly flexible and proactive

### **Who are you?**

You have lots of energy, an open-mind and you think outside the box. You're a team player who shares our vision! You're also:

- Proactive and not scared of taking initiative
- Flexible and a team player; happy to do menial jobs to help keep the machine running.

### **What we offer you**

- A part-time position of 20 hours a week.
- To join an inspiring & entrepreneurial team on a mission to change the world!
- A network of like minded, creative and influential people.

### **If you want to join us for this position, please send us**

- A copy of your CV (max. one A4)
- A motivation letter (max. one A4)

### **Contact details for more information**

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