



Movement on the Ground seeks a Office Manager

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 found your match!

The Movement

Movement on the Ground, is a foundation which started in 2015 in response to the humanitarian crisis affecting the innocent men, women, and children, forced from their homes by war. The aim was to fill the gaps in humanitarian aid provided at the time, which we are still doing. In the meantime 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 that we have been able to expand our refugee activities in camps at the borders of Europe. All projects are designed to bring dignity, sustainable innovative solutions. For instance, we are responsible for about 70% of all camp activities in Kare Tepe, a camp for vulnerable cases, that is home to 1300 people. Our programs range from sports programs for kids, to a digital learning lab (computer facilities), installing and running WiFi, football programs with the FC Barca Foundation, running a clothing shop, a waste recycling program, through to installing solar energy to a whole camp and making it one of the first sustainable run camps for individual families, to name a few.

If you are the type of person that gets excited by organisation of all things big and small, you like to tick off to do lists but you're looking for a little more, like why not help make the world a better place, read on.

A little about us

We are a bunch of like-minded, serious, but crazy, hands-on, entrepreneurs, from all corners of the world, who are constantly challenging the status quo of everything. Always with a side of humility, and looking to build bridges between all the stakeholders involved in the migration situation. All with the same goal, to spread our vision of a better world.

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

Why do you want to join us?

To be who we are, we need a great deal of freedom, a vibrant and inspiring work environment with access to a large network that is directly involved in our mission. So that's what you'll get!

We are changing the status quo in the NGO world by empowering the camp residents by including them in all our activities and utilising their skills, so that they feel part of the solution, 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>

Goal

Help MOTG be organised and professional from an office perspective.

What would you be doing to make this happen...

You own & rock the MOTG office by being your super-organized-and-happy-you.. That means being the support & the backbone (office) of Movement on the Ground.

To do this you're responsible for:

- Office organisation; running the office smoothly on a day to day basis. Managing / supporting etc such as; restocking office supplies, keep the office tidy, opening postal mail.
- Respond to all the info & office emails; follow up with the right person on the team for relevant responses
- Calendar planning, organising meetings
- Organising e-commerce / merchandise



Competencies/skills

- Organised; you get a kick out of organising
- Office management software - skills
- Communicative, fluent in English and Dutch

Who are you..

You have lots of energy, an open-mind and you think outside of the norm. A team player, that shares our vision, you want to help us prove this model so that we can change the way in which humanitarian aid is currently managed. And you are also..

- Stress tolerant
- Social, likeable and friendly; willing to take on any task with a smile
- Fast paced, not scared of taking initiative, proactive
- Flexible and a team player; happy to do menial jobs to help keep the machine running

We Offer you

- To join an inspiring & entrepreneurial team on a mission to change the world!
- Full time position
- Office Amsterdam
- From of 1st of October 2019

If you want to join us for this position, send us;

1: Your CV

2: Your answers to these questions:

- Why is this the right time for you to apply?
- How would your best friend describe you?
- If money wouldn't be an issue, how would you solve the refugee crisis?

3: A (max 2 minute) video of yourself where you share your best travel experience ever!

Contact details

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