

ICCA Consortium Call for Applications: Administration & Event Support Coordinator of the Secretariat

For centuries and millennia, Indigenous Peoples and local communities around the world have nurtured the web of life through their collective lands, waters and territories. They are increasingly connecting with each other and finding strength in solidarity as they rise up against the greatest threats of our time and sustain the diversity of life on Earth for generations to come.

About Us

The [ICCA Consortium](#) is a membership-based association serving the global movement for [territories of life](#). Our association emerged from earlier movements and volunteer networks advocating for rights and equity in nature conservation. With our diverse membership, we back the self-determined priorities of Indigenous Peoples and local communities who are custodians of their collectively conserved territories and areas. Since our establishment and in collaboration with many allies and partners, we have contributed to the growing recognition of and support for Indigenous Peoples' and local communities' unique rights, roles and contributions in nature conservation – including discourse, law, policy and practice – at global, regional, and national levels.

Alongside our new 2024-2028 strategy, we are seeking an **Administration & Event Support Coordinator** to help support the ICCA Consortium through the next season of our organisational life. The successful applicant is expected to begin as soon as possible and can be based anywhere with a suitable environment for working remotely. We are especially seeking applicants with lived experience with territories of life and/or from groups that face intersecting forms of exclusion or marginalisation.

Core Responsibilities

The Administration & Event Support Coordinator will provide support to the Administration Coordinator, the Internal Team Support Coordinator and the Finance Coordinator for the Secretariat's administration, internal team/human resources and finance work, as the team works collaboratively in service of the Consortium's vision, mission, manifesto for territories of life and 2024-2028 strategy.

The Administration & Event Support Coordinator is expected to have the following core deliverables:

- **Event planning and logistics:**
 - Contributing to the team responsible for internal event planning for online and in-person events, such as the General Assembly and meetings of the Secretariat and Council. This may include: overall planning, managing run sheets, coordination plans and timelines leading up to the event; online arrangements, communication with participants, facilitating participation, accommodation and facility bookings and practical support with travel and visa arrangements; scheduling and facilitating pre-

- event meetings and workshops as needed; and assisting with post-event tasks, including debriefings, write-ups, and official documentation, where appropriate.
 - Contributing to the team responsible for external event admin/logistics for ICCA Consortium participation in online and in-person events, such as external international events and regional events. This includes: overall planning, managing run sheets, coordination plans and timelines leading up to the event; online arrangements, communication with participants, facilitating participation, accommodation and facility bookings and practical support with travel and visa arrangements; scheduling and facilitating pre-event meetings and workshops as needed; and assisting with post-event tasks, including debriefings, write-ups, and official documentation, where appropriate.
- **Internal meeting support:**
 - Contributing to the team responsible for providing Secretariat support to the Council, Executive Committee, Membership Committee, and other ad hoc committees for meeting logistics. This may include: booking online meetings; sending calendar invitations and reminders; organising, setting up and troubleshooting interpretation before and during the meetings; preparation of the meeting agendas, including versions in Spanish and French as needed, with direction and/or inputs from the relevant members of the Council and Secretariat; taking notes during the meetings; producing the minutes in English and liaising with the meeting interpreters to proofread versions in Spanish and/or French as needed; and sending the final versions of the meeting documents to the Secretary of the Council for dissemination to the Council or relevant Committee, copying the Secretariat's Global Coordinator and others.
 - Contributing to the team responsible for providing support to the Secretariat for internal meeting logistics (the schedule will include full Secretariat, global team, regional teams, and small groups within them). This may include: booking online meetings; sending calendar invitations and reminders; organising, setting up and troubleshooting interpretation before and during the meetings; preparation of the meeting agendas, including versions in Spanish and French as needed, with direction and/or inputs from the relevant members of the Secretariat; taking notes during the meetings; producing the minutes in English and liaising with the meeting interpreters to proofread versions in Spanish and French as needed; and sending the final versions of the meeting documents to the participants.
- **Internal team admin support:**
 - Strengthening our use of internal communications channels such as Slack, Outlook, Zoom, WhatsApp, Signal, etc.
- **Organisational knowledge management:**
 - Supporting the ongoing relocation and organisation of institutional digital files from various storage services to Microsoft OneDrive.
 - Supporting other members of the administration team, the Global Coordinator and IT in effective implementation of internal systems and processes across the organisation.
 - Helping to establish and contributing to updates of the Operations Manual/Organisational Handbook, as well as other relevant guidance and documentation.

- **Financial administration support:**
 - Support the Finance Coordinator with other financial management tasks such as managing interactions with Rockefeller Philanthropy Advisors (our fiscal sponsor) for processing expense claims and invoice payments.

Note: After a strong focus in 2023 on an organisation-wide process of reflection, revisioning and strategic planning, discussions will continue within the Secretariat about how the team wants to be organised, working together and resourced. Certain changes and creative approaches are expected to be decided and put into practice in 2024. As a result, the exact parameters and detailed responsibilities of the Administration Support Coordinator role will evolve alongside this process, including in relation to other current and forthcoming global and region-specific roles in the Secretariat.

Requirements and Key Attributes

This is an engaging, dynamic and multi-faceted role that requires strong and diverse skills, competencies and attributes.

The **mandatory requirements** are:

- Alignment with the ICCA Consortium’s mission, values and organisational culture and understanding of the broader environment in which we operate.
- Passion for and personal dedication to issues concerning Indigenous Peoples and local communities, conservation of nature and culture in territories of life, and social and environmental justice.
- Strong work ethic, integrity and commitment to work in service of our organisational vision, mission, manifesto and strategy.
- Ease with working independently and as part of a distributed global team, with people from diverse cultures and backgrounds located in a wide range of countries and time zones.
- Experience with administration, internal team support and finance functions, especially in non-profit organisations or social movements with dynamic internal cultures and a strong focus on diversity, equity, inclusion and belonging.
- Excellent interpersonal, communication and relationship management skills and commitment to continuous learning.
- Excellent organisational and time management skills, self-starter attitude, and ability to take initiative to organise her/his/their work independently and to prioritise and follow through diligently with an active and time-sensitive workload.
- Proficiency with using various software programmes and apps to communicate and collaborate internally in the Secretariat and with the membership (Microsoft Office, WhatsApp, Slack, Zoom, etc.) and willingness to learn new systems.
- Functional fluency in written and spoken English (one of the Consortium’s three main working languages and currently the most commonly used language in the Secretariat).

Desirable skills, competencies and experiences include:

- Direct experience working with grassroots and social movements and/or non-profit organisations at local, national and/or regional levels.
- Fluency in French and/or Spanish (the other two primary working languages of the ICCA Consortium).

Location and Team Arrangements

The Administration & Event Support Coordinator is part of the ICCA Consortium's Secretariat. The ICCA Consortium has no physical offices and all members of the Secretariat work remotely, communicating online through email, online meeting platforms (MS Teams and Zoom) and instant messaging and workflow apps (Slack, WhatsApp, etc.). Candidates can be based anywhere in the world and are responsible for securing a suitable working space with reliable and consistent internet connection and electricity. Given the importance of building relationships face-to-face, members of the Secretariat may be involved in occasional in-person meetings as part of ongoing programmatic work and/or organisational events.

The ICCA Consortium has been registered as a non-profit association in Switzerland since 2010. As of mid-2022, all operations (including contracts, grants and funds) are managed through a fiscal sponsor (Rockefeller Philanthropy Advisors) in the United States.

The Administration & Event Support Coordinator will work closely and collaboratively with the Administration Coordinator, the Internal Team Support Coordinator, the Finance Coordinator and with Rockefeller Philanthropy Advisors (the Consortium's fiscal sponsor). The successful applicant will receive the necessary orientation on her/his/their functions and ongoing/ad hoc support as needed from the current/outgoing Operations Coordinator and other relevant personnel in the Secretariat.

Consultancy Agreement and remuneration

Start date: The successful applicant is expected to start on a part-time or full-time basis as soon as possible but no later than 1 March 2024.

Agreement: In line with the majority of other people in the ICCA Consortium, the Administration & Event Support Coordinator will be contracted on a one-year consultancy agreement through the ICCA Consortium's fiscal sponsor (Rockefeller Philanthropy Advisors). The successful applicant must have legal authorization to work as an independent consultant in their country of residence and is responsible for arranging the same. She/he/they are responsible for all taxes, benefits and other social insurance pertaining to the consultancy agreement. The consultancy agreement does not imply any rights or privileges related to relocation or visa assistance.

Remuneration: As of the start of 2024, the ICCA Consortium's Secretariat has a standardised maximum remuneration rate (regardless of role, location or other factors) equivalent to USD 36,000 per year. The Administration & Event Support Coordinator **role** is expected to require between a 50% to 100% time commitment. The remuneration will be calculated pro-rata depending on start date and responsibilities/deliverables agreed.

Note: the ICCA Consortium's Executive Committee/Council have committed to supporting the Secretariat to define and work towards fair living remuneration for the team. Changes to remuneration

and related internal policies/procedures are expected to be decided within the first half of 2024 and put into practice as soon as possible thereafter for all consultants and personnel, including the Administration Support Coordinator.

Application Process

We invite applications to be submitted by **15 January 2024** (23:59 CET) to info@iccaconsortium.org with the subject line “Administration & Event Support Coordinator”. Applications must include the following:

- A written cover letter (1 page maximum) OR an informal short video clip (3 minutes maximum) telling us why you want to support the global movement for territories of life, why you are a top candidate for this position and what aspect(s) of the Administration & Event Support Coordinator role is/are most exciting or motivating for you (be yourself!);
- A curriculum vitae (4 pages maximum);
- A list of how your skills, experience and competencies relate to what we are seeking (see the sections above on core responsibilities, requirements and attributes); and
- Contact details of at least three referees willing to be contacted at a later stage of the selection process.

Applications must be submitted in English. Only complete applications submitted by the deadline will be considered and only shortlisted candidates will be contacted.

We expect the review and selection process to include an initial short interview for shortlisted applicants and one or two longer interviews with finalists. We aim to make a decision by the end of February 2024.

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The ICCA Consortium celebrates cultural and human diversity and actively strives to be an inclusive organisation in terms of gender, sexual orientation, origin, race, age, language, social position, way of life, disability or religious, spiritual, ideological, or political convictions. We provide a welcoming and open environment for all who are motivated to collaborate with us to achieve our [mission](#) and our [manifesto for territories of life](#). Members of Indigenous Peoples and local communities from any region and/or individuals from Latin America, Africa, Asia and the Pacific are particularly encouraged to apply.