

JOB OPENING Student Assistant

The Global Coffee Platform is recruiting for a **Student Assistant** (Werkstudent/in) to provide support to its Secretariat and Team in Bonn in its broad range of activities!

Background

The Global Coffee Platform (GCP) is an inclusive multi-stakeholder sustainability platform that enables the coffee sector's journey towards sustainability. The GCP improves the livelihoods, ecosystems and resilience of coffee farming communities and the sector as a whole by enabling producers, roasters, governments, traders, and NGOs to align and multiply their efforts and investments, collectively act on local priorities and critical issues, and grow and scale successful sustainability initiatives across the coffee world. For more information about the Global Coffee Platform please visit: www.globalcoffeeplatform.org

Main functions and responsibilities

- Coordinating office supplies and office maintenance
- Updating members' database and supporting member administration in general
- Filing documents and providing general administrative support
- Assisting in the organization and preparation of meetings and assemblies, both in-person and virtual
- Assisting in the organization of staff travels
- Preparing mailings and other communication activities
- Performing other, related assignments/special projects as necessary

Profile and qualifications

- Only applicants can be considered who are enrolled in German universities
- Excellent verbal and written communication skills in English and German, working knowledge of Portuguese is an asset
- Strong and effective organization skills
- Sound IT skills (Office 365, data management experience is an asset)
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Interest and motivation for international cooperation/ development and sustainable agriculture
- Coffee lover ☺



Our offer

- Supporting an international team and learning about the global work of a leading multi-stakeholder sustainability organisation
- Location: Bonn, Germany (Rheinaue)
- Starting date: 04 January 2021
- Duration: min. six months
- Working hours: 12 - 15 hours / week
- Remuneration: 13 € / hour

How to apply

Please send your application in English (letter of motivation, Curriculum Vitae, reference letters or reference contact details) with likely start date by email to [staff\(at\)globalcoffeeplatform.org](mailto:staff(at)globalcoffeeplatform.org). The cover letter should not exceed one page. Please refer to "Student Assistant" in the subject line of your email.

The deadline for applications is **12 December 2020**.

We are looking forward to receiving your application!

GLOBAL COFFEE PLATFORM
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The Global Coffee Platform is registered with the Register of Commerce in Geneva, CH-660-2928006-4, c/o CR Gestion & Fiduciaire SA, Rue de la Vallée 3, 1204 Geneva, Switzerland