Assistant Regional Hub Hispanic America

Start Date: A.S.A.P., 40 hrs p/w.
Location: Bogota, Colombia
Contract: 1 year initially – extension by mutual consent

Position summary and job purpose
The Assistant will perform a wide range of tasks in support of the Regional Hub Hispanic America, functioning as an assistant enhancing capacity for the Head and the team in a proactive way in activities related to relationship management, communication, planning and monitoring of calendar, travel and events. S/he will provide all the requisite administrative support for the GRI Projects & initiatives that are being implemented in Colombia and other countries of Hispanic America.

Job responsibilities
Core responsibilities include, but are not limited to:

- Maintaining and monitoring in detail grant-related and Hub expenses and overall budget, keeping records, and processing invoices for GRI Hispanic America, GRI Community & GRI Services to ensure timely payment to suppliers and timely financial reporting.
- Managing the commitments of the Head of Regional Hub Hispanic America – calendar management, email management for the general GRI Latam account and related correspondence.
- Being a point of contact for all of our GRI Community members and support them in administrative and financial matters related to their membership.
- Assisting with preparation of speeches and/or presentations and other means of communications including those related to GRI Digital Latam.
- Desktop research on diverse aspects of Sustainability Reporting such as alignment of GRI Standards with laws and regulations in different countries in Hispanic America.
- Assist Senior Coordinator with documentation like preparing activity report of GRI Community, project report, GRI Hispanic America newsletter, desktop research for e-update.
- Maintaining and updating customer relationship management system (CRM database) for the Head, and Senior Coordinator’s related contacts as well as contacts from development programs. Complete management of database for GRI Hispanic America.
- Tracking and reporting on local and regional events, including compiling data on number of participants, type of event, etc.
- Supporting in organizing webinars and online meetings
- Post pandemic: Managing the travel commitments of all Regional Hub Staff such as preparing background information, travel schedules incl. booking tickets, arranging accommodation, organizing travel related meetings, and follow-up activities.
- Post pandemic: Support internal and external meetings, workshops, events in Colombia and abroad - setting up meetings, organizing venues, managing databases and logistics.
- Liaising with GRI’s HQ based Finance team to prepare Monthly Checklist and other financial reporting documents as and when required.
- Structuring and following-up on internal administrative procedures; management of office files, documents and stock keeping. This includes organizing current and past files and folders on the One Drive.
- Supporting in maintaining smooth communication with the network through dotmailer, e-invites and e-updates.
- Providing general logistical & administrative support related to expenses, reimbursements, travel reporting, for all the programs, workshops & initiatives of GRI Regional Hub Hispanic America
- Other duties as requested.
**Key competencies / Requirements**

- Bachelors in Industrial Engineering, Management, Finance or similar preferred.
- Masters in Social Science or similar referred
- 3-4 years-experience in working in the field of CSR/Sustainability. Experience in budget monitoring, event management, organizing & promotion of workshop, preparing reports, handling registrations, fees and other logistics will be preferred
- Ability to work independently and from own initiative
- Proven experience regarding organizational and time-management skills, attention to detail and accurate; ability to prioritize and multi-task
- Networker and information sharer; excellent communications and interpersonal skills internal and external
- Fluency in written and spoken Spanish and English
- Representative appearance, sense of diplomacy, discreetness
- Advanced abilities to work with Microsoft Office programs (Word, Excel and Power Point) and CRM
- Able to work in an international and multi-cultural setting
- Affinity with the mission of GRI

**About GRI**

GRI (Global Reporting Initiative) is the independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. We do this through the creation of the global common language for organizations to report their sustainability impacts. This enables informed dialogue and decision making around those impacts.

GRI is the global standard setter for impact reporting, which through an independent, multi-stakeholder process, maintains the world's most comprehensive set of sustainability reporting standards. Available as a free public good in 12 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

GRI plays a unique role in the global drive to create a sustainable future for all. Sustainability reporting enables transparency and helps markets function more efficiently, supporting better decisions that create sustainable benefits for everyone.

GRI works with businesses, investors, policymakers, civil society, labor organizations and other experts to develop the GRI Standards and promote their use by organizations around the world. The resulting standards help governments hold organizations accountable for their impacts and initiate dialogue to drive corporate contribution to national and international sustainable development efforts.

Today some 10,000 organizations, including 75% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable only 15 years ago. In addition, our standards are referenced explicitly in 160 polices of governments, regulators, and stock exchanges in 60 countries.

Headquartered in Amsterdam, the Netherlands, we have a network of seven regional hubs ensuring we can support organizations and stakeholders worldwide.

**How to apply**

Interested candidates, already eligible to live and work in Colombia, are invited to submit their resume and letter of interest in English to recruitment@globalreporting.org. The deadline to submit an application is 12.00 noon (CET), Wednesday 31st of March 2021. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

GRI, Attn. Human Resources
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