Coordinator GRI Community

Start Date: A.S.A.P., 40 hrs p/w. (Working Time Reduction benefit (36 days leave/year)
Location: Amsterdam the Netherlands preferred
Salary: €35,000 - €36,500.00 gross per year
Contract: 1 year initially – extension by mutual consent

Position summary and job purpose

Are you passionate about sustainability and eager to be part of a team that is working to drive transparency and accountability in business practices? Join our Community Team at the Global Reporting Initiative (GRI) and help us continue building a significant impact on global sustainability reporting practices.

As a Coordinator on our team, you’ll play an important role in helping us advance sustainability practices across the globe. Our GRI Standards are used by over 10,000 companies each year, including 78% of the largest 250 in the world to identify and manage their impacts. Through the GRI Community, we promote best practices in corporate transparency and actively engage with 550+ members spanning across 35 industries globally.

You will provide essential support to the Community team and our members across the globe, engaging in a diverse range of tasks. The role entails a strong focus on CRM management, data analytics, relationship management, and event coordination. Additionally, you will demonstrate precision in handling administrative duties related to reporting and finance, ensuring accuracy and efficiency in providing information that helps us make decisions. As a detail-oriented individual, you will be entrusted with coordinating various tasks and projects in alignment with departmental requirements. Effective planning and organizational skills are essential for this role.

Collaborating with members of other GRI departments is also essential for success, and you should feel comfortable working in a small, diverse, and agile team, taking initiative and being a self-starter.

Job responsibilities

- Provide support to the line manager in preparing and developing tasks, projects, concepts, and associated budgets for the GRI Community program.
- Serve as the CRM expert, ensuring up-to-date information and generating regular and ad hoc reports to support the team's Director/Head with financial and progress reporting. Provide insightful analysis and valuable insights based on the CRM data.
- Coordinate relationships with GRI Community members, supporting country managers in scheduling and preparing calls and meetings, handling inquiries, and overseeing administrative tasks, including timely payments of GRI Community contributions.
- Collaborate with country managers to expand GRI Community membership in specific countries/regions, aiming for income growth. This might entail attending sustainability related events locally.
- Manage projects and programs for the GRI Community program, fostering knowledge-sharing, assisting with evaluation and progress reporting, and driving continuous improvement.
- Conduct research on specific sustainability topics for tasks, projects and concepts or to support other internal requirements.
- Cultivate strong working relationships with colleagues from GRI Regional Networks worldwide, ensuring GRI Community activities align with broader objectives and include community members in local engagement plans.
• Handle basic enquiries from GRI Community members and potential new members, including management of the team inbox when required and supporting the invoicing process.
• Provide support for internal and external meetings and events, including preparing agendas, presentations and logistics organization.
• Manage the GRI Community monthly newsletter, including content collection and integration, and oversee ad hoc dot mailer campaigns. Additionally, maintain and improve the Community team's public and private website pages using CMS, along with the team's intranet pages on SharePoint.
• Other duties as requested.

Key competencies / Requirements
• Minimum three years of experience in office administration and/or customer-facing roles, with financial administration management.
• Proven experience working with CRM, Excel and report building.
• Fluent in both written and spoken English, with excellent written communications skills.
• Proficiency in using the Microsoft Suite of programs and Adobe.
• Collaborative and able to thrive in an international and multi-cultural setting.
• Comfortable working in a dynamic and fast-changing environment.
• Familiarity and interest in working with sustainability issues and the sustainable development agenda. Affinity with the mission of GRI.

GRI offers – competitive benefit package.

About GRI
GRI is an independent, international organization that helps organizations be transparent and take responsibility for their impacts so that together we can create a sustainable future. GRI does this through the creation of a 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 11 languages, the GRI Standards are, globally, the most widely used for sustainability reporting.

More than 10,000 organizations, including 78% of the largest 250 companies in the world, disclose sustainability information through the GRI Standards – something unimaginable when GRI was first established 25 years ago. In addition, GRI’s standards are referenced explicitly in 160 policies 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, eligible to live and work in the Netherlands, are invited to submit their resume and letter of interest in English to apply@gri.recruitee.com. The deadline to submit an application is 12.00 noon (CET), 25 August 2023. GRI appreciates all expressions of interest, however only short-listed applicants will be contacted.

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