

## Job offer: Administrative Coordinator

**Position type:** Part time (20-25 h/week).

**Contract:** Self-employed, independent contractor.

**Pay rate:** Remuneration will be commensurate with qualifications and experience.

**Working hours:** Flexible unless required to attend internal and external meetings

**Location:** International - remote working.

**Travel:** Currently nil. Potentially, few days per year post-pandemic.

**Start date:** March 2022

**Probation period:** 6 months

### Overview and key accountabilities:

The [CLL Advocates Network's \(CLLAN\)](#) is the global network of Chronic Lymphocytic Leukaemia (CLL) patient groups whose mission is to enhance CLL patient care and improve CLL patients' outcomes. We are looking for a well-organised, agile, and detail-oriented Administrative Coordinator to join our team. The Administrative Coordinator provides administrative, project and network management support and reports to the network's Project Manager.

### Specific responsibilities:

- Closely work with the Project Manager to support the daily network activities and provide administrative network support.
- Liaise with member organisations and day-to-day communication to improve member interaction and help deliver CLLAN's strategy priorities.
- Help set up webinars and digital workshops.
- Administration and regular updates of CLLAN's website (WordPress).
- Prepare and disseminate newsletters (Mailchimp).
- Meeting planning and preparation (Doodle, PowerPoint presentations, etc.), support with minutes and action points.
- Database updates (membership, activities, distribution, etc.)

*There are opportunities to expand responsibilities subject to your skills and experience.*

### Essential background and skills:

- Academic diploma in administration or equivalent vocational background.
- 3+ years experience in a similar administrative coordination role.
- Excellent verbal and written communication (English language) and strong team working skills.
- Advanced knowledge and experience using typical office software, particularly Excel, PowerPoint, and Word.

- Operational knowledge of Wordpress, Mailchimp, Dropbox, or equivalents, and ability to adapt to other digital technologies.
- Ability to work in a structured way and with strong attention to detail.
- Ability to work independently in a flexible, proactive way under the general guidance of the Project Manager, and in a virtual environment.
- Ability to work as part of a remote team, with colleagues and stakeholders situated across the world.
- Ability to resolve problems and make recommendations related to operations within the scope of responsibility.
- Interest in working in the patient advocacy and health sector.
- Commitment to contribute to the goals and objectives of the network.

**Desirable background and skills:**

- Previous experience in working with patient advocacy organisations or other NGOs is a benefit but not a must.

**What we offer:**

- A dynamic and fascinating job within a fast-paced international work environment
- The opportunity to thrive in an intense and rewarding environment

To apply for this role please send a cover letter and your CV (both in English language) to Nicole Schroeter (CLLAN Project Manager) at [info@ccladvocates.net](mailto:info@ccladvocates.net). Please include availability and pay expectations.