



MISSION 89

Position: Administration Manager

Supervisor: Director

Duration: 1 October – 31 March

Location: Geneva, Switzerland - possible to work remotely.

THIS IS A VOLUNTEER POSITION – 10 HOURS/WEEK

Organization website: www.mission89.org

Mission 89

Mission 89 is a research, education, and advocacy organisation that fights the exploitation and trafficking of young athletes through social and economic transformation.

Administrative & Support Manager (Volunteer)

The Administration Manager supports operations by coordinating the activities of the Mission 89 Executive Board, staff, interns; planning, organizing, and implementing virtual administrative systems. Specifically, this role oversees the Administrative, Financial and Human Resources functions of Mission 89, ensuring that organizational processes are efficient and effective.

Primary Responsibilities

- Drafting, editing and reviewing documents for accuracy and quality
- Provide recommendations on how to improve Mission 89's Administrative and Financial procedures
- Prepare and participate in the recruitment and onboarding process for new Members and staff
- Ensure a systematic filing/documentation process
- Manage expense sheets and work with Auditors and Treasurers to manage accounts
- Recommend and/or purchase systems, software, printed materials and forms by obtaining requirements; negotiating price, quality, and delivery
- Complete special projects by organizing and coordinating information and requirements; planning, arranging, meeting schedules, monitoring results etc.

Key Skills Required for the Role

- A minimum of 10 years of relevant work experience in the area of administration and/or finance
- Good computer skills, especially good management of Office Package
- Excellent problem-solving skill
- Excellent organization and management skills
- Degree in Business Administration or related experience

Eligibility

- This is a part-time unpaid volunteer position
- Available to work 10hours per week

TO APPLY

Please send your CV and cover letter to Lerina Bright at lerina.bright@mission89.org.