Job Opening
“Volunteer Coordinator Finland”
(study leave cover)

Are you a committed environmentalist seeking new challenges? Do you have experiences in managing and engaging volunteers in a campaigning environment? Would you like to join a great international team of professional volunteer coordinators, and work together with dedicated volunteers all over Finland? Do you believe in people power for creating political change? If you can answer all the questions with YES!, please continue reading this job ad, and we’re much looking forward to receiving your application!

Summary

Greenpeace Nordic is looking for a Volunteer Coordinator to manage its volunteering programme in Finland. The position is based in Helsinki and the Volunteer Coordinator will report to the Programme Manager of Greenpeace in Finland.

The position is also embedded in the cross-Nordic Volunteer Unit, which is responsible for managing and developing Greenpeace Nordic's volunteering programme in all Nordic countries.

Working languages for the Volunteer Coordinator are Finnish and English.

The position is a full time study leave replacement position, starting as soon as possible (May 1, 2014 would be ideal) and ending on Aug 31, 2015.

Main tasks and responsibilities of the Volunteer Coordinator are:

- Managing, developing and growing Greenpeace’s volunteer network in Finland (300 volunteers organised in 8 local groups)
- Training and coaching of individual volunteers and volunteer groups
- Connect the volunteer network to Greenpeace's campaigns and develop suitable campaign entry-points and engagement mechanisms for volunteers
- Create resources for volunteers and volunteer groups such as handbooks, presentations etc.
- Organize 2-3 day trainings and meetings for 15 to 50 people incl. logistics
- Contributing to the wider development of Greenpeace Nordic's volunteering programme in close cooperation with Nordic Vol Unit colleagues
- Providing practical logistical support for public Greenpeace events

Profile

Required personal skills and characteristics

- Commitment to environment and peace, and a profound identification with the values of the organization (non-violent direct action, independence, international outlook), mission and objectives
- Availability and flexibility to work outside regular working hours, including evenings and weekends

For further information please contact Markus Power, Volunteer Unit Head
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• Availability for domestic and international travel (days)
• Strong commitment towards engaging and working with volunteers of all different walks of life
• Ability to securely manage multiple tasks and to stay calm in busy times

Knowledge & Skills
• Fluency in spoken and written Finnish and English language
• Good facilitation skills to lead co-creative group processes and inspiring meetings
• Good knowledge of using Microsoft Word, Excel and Power Point or Open Office equivalents
• Good knowledge of using common social media platforms
• Basic knowledge of project management techniques to deliver projects

Experience
• Experience in managing volunteers
• Experience in working in a campaigning environment or political context is considered to be a strong plus

Professional capacities
• Capacity for managing, developing and leading groups
• Strategic understanding of campaigning with volunteer groups

To apply
Applications must be sent BY EMAIL ONLY to: jobs.nordic@greenpeace.org, attaching the following documents only: updated CV/resume and a letter of application (max. one page) in English in Word, pdf or OpenOffice formats

Deadline: Friday, April 11, 2014

We’re looking forward to hearing from you soon!

The links below offer a first insight into Greenpeace’s volunteering programme:
• http://www.greenpeace.org/finland/ fi/media/lehdistotiedotteet/Yli-600-ihmista-kavittapaamassa-Greenpeacen-aktivisteja-ravintolapaivana/
• http://www.greenpeace.org/finland/ fi/media/lehdistotiedotteet/Greenpeace-lahtetaa-viestin-Pyhajoelta--ei-ydinvoimaa-Hanhikivelle/
• http://www.greenpeace.org/finland/ fi/media/blogi/arctic-video-competition-watch-and-share/blog/39554/
• http://www.greenpeace.org/finland/ fi/media/blogi/ice-ride-polkee-arktisen-puolesta/blog/46607/
• http://www.greenpeace.org/finland/ fi/media/blogi/matkablogi-2/blog/45923/
• http://www.greenpeace.org/finland/ fi/media/blogi/ilosaarock-matkablogi-osa-3/blog/45927/