



## **Project Officer – Full time**

### **Description:**

Deadline for applications: **20 April 2009**

Organizational Unit: **KARAT Coalition**

Location: **Warsaw, Poland**

### **Responsibilities:**

Under the supervision of the Program Manager and cooperating with the team the Project Officer will be responsible for:

- Editing bulletins focusing on workers' rights, ethical consumption and corporate social responsibility (writing and editing articles, research, coordinating translation and cooperating with graphic designer and print works)
- Updating the website
- Co-organizing meetings connected with the project (workshops, strategic meetings with project partners) – logistic and narrative support
- Distribution of information, educational and campaign materials;
- Cooperation with volunteers and activists involved in the project
- Cooperation with the projects' partners
- Support in the administration of the project (including narrative and financial reporting)

### **Competencies:**

- excellent English
- excellent written and oral communication skills
- interest of the subject area addressed by the projects
- excellent organizational and administrative abilities
- interest in gender issues
- interest in the third sector
- computer skills, particularly Microsoft Office and Internet (knowledge of HTML or CSM welcomed)

Applicants should submit a cover letter in English and CV in English or in Polish and send it by e-mail **before 20 April 2009**, to Anita Seibert, Program Manager, ([anita.seibert@kart.org.pl](mailto:anita.seibert@kart.org.pl)).