

Job Announcement

Post: Administrative Officer

Earth Charter Center for Education for Sustainable Development at the Upeace

Qualifications

The successful candidate should:

- Have a university degree in administration or related field.
- Be organized, responsible and committed.
- Be proficient in English and Spanish.
- Possess excellent communication skills, both in written and spoken.
- Have experience in office administration, such as in project coordination and management.
- Be able to work independently as well as collaboratively within a team.
- Have good listening, interpersonal, organizational and multi-tasking skills.
- Be proficient in Microsoft Office Suite and familiarity with online platforms and tools is a plus.
- Have experience in customer service will be considered an advantage.

Responsibilities/Tasks

- Provide support for project implementation, including logistics for courses, workshops, meetings, and events, as well as assistance with general office organization.
- Deliver customer service to participants and clients before, during, and after courses and events.
- Assist with general communications, including correspondence and mailing.
- Maintain and update the contacts and stakeholder's database.
- Process payments, invoices, and contract requests in coordination with the team.
- Translate short documents and communications as needed.
- Offer administrative support to the Executive Director and other team members as required.
- Manage basic website updates, including uploading and refreshing content on the Earth Charter website.

Attendance modality: in person

Duty Station, Start Date, and Remuneration

This is a full-time position, on a one-year, with a possible renewable contract basis, based at the University for Peace campus in El Rodeo de Mora, Ciudad Colón, Costa Rica.

The successful candidate should start by 4 August 2025.

The salary is commensurate with experience.

To Apply (by 21 July 2025)

Send your CV, indicating salary expectations, and a 1-page Motivation Letter with specific references to the qualifications and responsibilities in this job announcement to info@earthcharter.org. Please include contact information for 2 professional references. Finalists will be contacted for an interview.

www.earthcharter.org