

JOB DESCRIPTION

I. GENERAL DESCRIPTION

NAME	Project Coordinator of MERI Foundation.
DEPENDS ON:	Executive President of MERI Foundation and CEO.
SALARY:	Based on experience.
WORKPLACE	Madrid (Spain).
WORKING TIME	Full time
MAIN OBJECTIVE OF THE POSITION	<ol style="list-style-type: none"> 1. Collaborate and assist MERI's Presidency and CEO in the fulfilment of MERI's Foundation work plan, be it in projects related to the promotion of Climate Change Mitigation, Environmental Education or Biodiversity Conservation. 2. Comply with the standards of administrative management and operation of MERI Foundation, in each of the projects involved. 3. Support the creation and management of networks and links with the national and international community, related to the work of the Foundation, according to the standards of the group Philanthropy Cortés Solari.

II. MAIN RESPONSIBILITIES AND TASKS

<p>A. Collaborate and assist MERI's Presidency and Management in the fulfilment of MERI's Foundation work plan, whether in projects related to the promotion of Climate Change Mitigation, Environmental Education or Biodiversity Conservation.</p> <ol style="list-style-type: none"> 1. Support the management and adequate fulfilment of MERI's advocacy line, mainly linked to the Climate Conferences and Working Groups developed during the year. 2. Support the management and adequate fulfilment of the environmental education line. 3. Lead the planning, production and execution of MERI activities, under the supervision of the CEO
<p>B. Ensure the standards of administrative management and operation of MERI in each of the projects assisted.</p> <ol style="list-style-type: none"> 1. Follow the guidelines of the annual budget and planning of each area. 2. Support the correct execution of the budget. 3. Support the development of partnerships for the growth of MERI's various programs.
<p>C. Support the creation and management of networks and links with the community related to</p>

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the Foundation, in accordance with the standards of Philanthropy Cortés Solari.

1. Generate and maintain networks and relationships with international bodies, governments, governmental organizations, municipalities, and companies that stand out for their trust and respect, always under the guidelines of the institution.
2. Strengthening strategic alliances.
3. Maintain the Foundation's databases up to date and in order.
4. Overseeing external communications to and from MERI.

III. JOB PROFILE

EDUCATIONAL LEVEL	University degree in Administration, Engineering, Law, Biology, Economics, Political Science or other related field, of at least 4 semesters.
REQUIRED KNOWLEDGE	Preferably with experience in Sustainable Development (Environment, Education, Development, International Relations, Public-Private-Civil World).
OTHER REQUIREMENTS	<ol style="list-style-type: none"> a. Availability for field trips and occasional international travel. b. Resistance to work under pressure.
YEARS OF EXPERIENCE	At least 5 years of experience (depending on profile).

KEY BEHAVIOURAL AND TECHNICAL SKILLS		
	PERSONAL SKILLS	TECHNICAL SKILLS
1	Passion for MERI's purpose	Sustainable Development
2	Excellent interpersonal skills	SDGS
3	Proficiency in English	Environment and Triple Crisis
4	Excellent oral and written communication skills, including speaking and writing to high-value partners and creating compelling and sophisticated proposals and presentation materials.	Spoken and written English
5	Strategic reasoning	Knowledge of International Relations
6	Proactivity	Microsoft Office skills
7	Flexibility	
8	Communication	
9	Resistance to stress	

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Please contact Karen Klenner at the following e-mail address kklenner@filantropiacortessolari.cl.

The deadline for applications is 29 February 2024.

Each applicant must send:

1. Your cv.
2. A letter of intent of maximum one page.