

## OPERATIONS COORDINATOR

*Do you want to be a part of supporting the Community Organizing movement in Slovakia and in Europe and promote social and environmental justice? Are you based in Slovakia and have experience working in the non-profit sector in the areas of finance, administration or accounting? Then apply for this position!*

**Employers:** This is a shared position between the following two organisations:

[Center for Community Organizing \(CKO\)](#)

[European Community Organizing Network \(ECON\)](#)

**Location:** Zvolen, Slovakia with some remote work.

**Deadline to apply:** 14th Feb, 18:00 CET

### TASKS AND RESPONSIBILITIES

The operations coordinator will be responsible for coordinating the financial, administrative, and accounting operations of CKO and ECON and to support project activities where needed.

#### **Finance and accounting coordination:**

- Coordinate financial planning, monitoring and reporting
- Coordinate, process and document financial transactions (payroll, orders, invoices, reimbursements, membership fees, grant payments...)
- Keep transparent, accurate, and updated financial and administrative records
- Prepare financial reports and support yearly tax report for Slovak authorities
- Bank account administration

#### **Administration coordination**

- Coordinate administrative tasks (e.g. prepare official documentation, ensure well-functioning digital services, update organizational databases,...)
- Engage with public offices/bank/service providers
- Provide administrative and logistics support to international projects activities and events
- Administrative support to HR processes (e.g. preparation of contracts and introducing new staff to financial and admin guidelines)

#### **Other tasks**

- Facilitate communication and collaboration between the CKO and ECON
- Support with ad hoc organizational tasks and activities

## REQUIRED COMPETENCES

### Professional competences

- Minimum of three years work experience in non-governmental organizations finance, administration and accounting (financial planning, monitoring and reporting)
- University degree in finance, business administration, and/or accounting.
- Proven numeracy and experience with financial analysis, planning, and reporting.
- Ability to coordinate the administrative and logistics aspects of an NGO (e.g. official document preparation, engaging with public offices, banks, providers, organizing international activities, maintaining digital infrastructure...)
- Fluency in English and Slovak speaking and writing
- ICT skills and proficiency in using online collaboration and communication tools (Zoom, Google drive, social media, Slack)
- Experience /interest in supporting civil society participation and community organizing.

### Personal competences

- **Integrity and accountability:** Works and acts with uncompromising honesty and integrity and takes responsibility for the results.
- **Organized work style:** Well organized, able to adapt and respond to changes, good problem-solving skills, and capacity for initiative and decision making.
- **Communication and collaboration:** Able to communicate clearly & sensitively both in writing and orally. Able to work independently and collaborate in a team with others.
- **Valuing diversity:** Demonstrates awareness and appreciation of diversity and is able to work in diverse international teams with sensitivity and intercultural competence.

### Desirable competencies

- Certified Practicing Accountant (CPA)
- Experience with international project coordination with multiple partners
- Ability to use financial system and software to track accounting activity
- Knowledge of Slovak employment and tax laws
- Community organizing skills
- Other languages besides English and Slovak

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**Working hours:** This is a full-time position of 40 hours per week with about 50% of the time for CKO and 50% for ECON tasks and responsibilities.

**Salary:** 1200 euros monthly (self-employed or supergross). Self-employed (SZČO) applicants with a Tax Identification Number are preferred.

**Application:** Please fill in this application form and attach your CV and motivation letter:  
<https://forms.gle/EBChj5J4HC8we2y88>