



Job Vacancy: Project Manager

for the newly founded Community Seed Bank Academy

Based: Preferably Vienna, travelling required

Part time: 20 to 25 hours/ week

Start: as soon as possible, but no later than October 2018

ARCHE NOAH is an Austria and Brussels based seed savers' association. For more than 25 years, ARCHE NOAH and its 16.000 members have been preserving and cultivating endangered vegetable, fruit and grain diversity. Active advocacy work also plays a crucial role for achieving these goals. Training is another important field of activities.

The Community Seed Bank (CSB) Academy is an upcoming project together with partners from our international network of NGOs and initiatives. The academy aims to strengthen CSBs in Europe, to support them to overcome social, technical and policy barriers and to contribute to a lively European seed network by organizing a multi-annual training academy in a collaborative effort. To learn more about Community Seed Banks, visit www.communityseedbanks.org.

Duties and responsibilities

Reporting to the director and the steering committee of the academy, the new project manager will have the following duties and responsibilities:

- Project management, including financial management
- Communication and reporting towards steering committee
- Communication with advisory board
- Communication with stakeholder forum
- Communication and reporting towards funders
- Needs assessment, program development
- Support for / control of methodological quality of the trainings
- General communication; website; e-newsletter
- Search for additional supporters

Skills and competences we are looking for

- Project management skills
- Ideally education or experiences as a trainer; or background in educational sciences
- Methodological know how for a participatory process, needs assessment, training methodologies
- Motivation and willingness to work in an international setting; language skills
- Very good communication abilities
- Enthusiasm for the potential of exchange, networking and learning, and interest in the concepts of diversity, community, exchange, sovereignty, conservation
- learning attitude

ARCHE NOAH offers:

- A 3-years contract
- A salary starting from EUR 2.400 €/month gross (for 38,5 hours / week), based on the level of experience, incl. 13th and 14th months.
- A worthy cause to work for

Location: ARCHE NOAH office Vienna, preferably

Application process:

Applications, consisting of a letter of motivation and a CV should be sent to christian.schrefel@arche-noah.at.

Application deadline: 26 August 2018