



IS HIRING!

ADMINISTRATION OFFICER

If you are enthusiastic about children's books, if you want to work for a thriving international community with a meaningful mission, this might be for YOU!

The International Board on Books for Young People (IBBY) is an international non-profit organization operating in 85 countries. Created in 1953, it brings together a network of international children's book specialists working to promote quality children's books and children's reading worldwide. With headquarters located in Basel, Switzerland, the IBBY office is the reference point and service centre of the IBBY global community. Working at the IBBY Secretariat offers an amazing opportunity to expand one's cultural horizons, learn about children's literature from around the globe, and serve a meaningful mission—to defend the right of every child to be a reader.

IBBY seeks a dynamic Administration Officer to work closely with the IBBY Executive Director in the management of the IBBY office and its exciting programmes.

Key responsibilities

Membership Engagement

Engage with members, face-to-face and via email, collect information about their local activities. Work on the ground at international book fairs and IBBY congresses.

Programme management

Support the administration of IBBY international awards and projects, coordinate touring exhibitions, etc.

Daily office management

Carry out basic administrative tasks and maintain communication with local administration and suppliers.

Assist our working committees

Attend committee meetings, establish reports etc.

Qualifications & experience

- Past experience in similar positions (min. 2 years).
- Excellent organization skills.
- Strong written and verbal communication skills in English. Knowledge of other IBBY official languages, especially German and Spanish, desired.
- Good knowledge of softwares, such as Word, Excel, PowerPoint, etc.
- Basic competence in bookkeeping and accounting are desired.
- Understanding and interest in intercultural communication.
- Sensibility for children's books and/or social work.
- Freedom and willingness to travel.

Conditions

- **Part-time position (50% approx.)**
- Regular presence in the IBBY office in Basel required. Flexibility for occasional remote work.
- Salary to be negotiated depending on working time, experience and qualifications. Contributions to pension plan and Social Security provisions are included.

Position available from 1 February 2025.

Communication Officer position also available. Candidates who meet both profiles and are seeking full-time employment are also welcome to apply.

APPLY NOW

Applications should be sent to the **IBBY Executive Director** before **22 November 2024**:

- Up-to-date Curriculum Vitae
- Personal motivation letter stating your
- qualifications for the position applied
- Letter(s) of reference from past employer

Contact

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