



Job Title: Head of Operations

Organisation: Sapere International

Department: Operations

Location: Your own office (Europe)

Reports To: The Chairman of the Board

Apply before August 30th 2024

Job Summary: The Head of Operations will play a pivotal role in the development and execution of the membership offer, as well as the communication and dissemination of the Sapere method and its aims. This position involves various responsibilities, including member engagement, digital event planning, website management, and more.

Key Responsibilities:

Development and Execution of Membership Offer:

- Collaborate with the Board of Directors to develop and refine the membership offer.
- Execute strategies to attract and retain members.

Communication and Dissemination of Sapere Method:

- Maintain regular communication with members and potential members via email.
- Plan and execute digital webinars and courses 1-2 times per year in collaboration with members and the board.
- Plan and execute network meetings in collaboration with members and the board, with the possibility of physical meetings every second/third year.
- Document webinars and network meetings for reference.
- Keep the website and Facebook group updated with relevant content.
- Assist in the dissemination of scientific plans and aims.

Language Skills:

- Fluent spoken and written English is required.
- A basic understanding of French is desirable.
- Proficiency in other languages, such as Spanish, would be a plus.

Time Commitment:

This role requires approximately 22 days or 200 hours of work per year, equating to one working day every two weeks.

Qualifications:**Required Qualifications:**

- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Proficiency in English.
- Familiarity with website management and social media platforms.

Preferred Qualifications:

- Experience in event planning and coordination.
- Multilingual skills (e.g., French, Spanish) would be advantageous.

Work Environment: The Head of Operations will primarily work in his/her own office solution. However, occasional travel may be required for network meetings and events.

Company Culture: Our organization values collaboration, innovation, and a commitment to our mission. We foster an inclusive and diverse work environment.

How to Apply: To apply for this position, please submit your resume and a cover letter outlining your qualifications and experience to stina.algot@gmail.com

Please include "Head of Operations Application" in the subject line.

Benefits:

- Competitive salary (per hour).
- Opportunity to work with a dynamic and passionate board of Directors
- Professional development and growth opportunities

Equal Opportunity Employer: We are an equal opportunity employer and welcome applications from candidates of all backgrounds and experiences.