

Notice of vacancy: part-time (Minijob)

OCTOBER 2018

European School Frankfurt Parents' Association (ESF PA) is seeking to recruit a:

*Coordinator (m/f)
as of 1 January 2019*

Who are we:

The European School Parents' Association is a non-profit association representing the parents and their children in a variety of pedagogical projects and committees of the European School of Frankfurt (ESF). The Parents' Association organizes conferences in collaboration with the school, leads the Halloween party for the Primary pupils and the Summerfest for the whole school community. Moreover The Parents' Association supports the family-life balance of its members by offering services like [Childminding](#), [Extracurricular Activities](#), [School Buses](#) and [Holiday Camps](#) via its subsidiary EuroKids gGmbH.

Your tasks

- **Banking, accounting and book keeping of expenses:** issue and process payment transactions, sorting and booking of receipts.
- **Office and Administrative support** for the management of the website content (regular content updates) in coordination with members of the PA Board and EuroKids staff.
- **Maintenance of** accounting and memberships database in coordination with EuroKids' staff.
- **Translation and proofreading of correspondence**, reports, and other documents
- **General secretarial and administrative tasks** related to the ESF PA (e.g. communicating with parents and school staff, preparation of letters, reports, and other documents as and when necessary, filing correspondence, checking administrative deadlines etc).

Your profile

- Previous accounting and/or website management experience is a plus.
- Fluent in English and good command of German language (written and spoken).
- Bachelor degree or proven equivalent experience
- Enjoys working with people and highly collaborative
- Good all round computer skills and peripherals and knowledge of MS-office.

Knowledge, Skills and Abilities

- Ability to communicate effectively with people of diverse backgrounds
- Ability to schedule time efficiently
- Ability to work professionally and independently

What we offer:

- Multicultural encounters in a multidisciplinary team
- The opportunity to realize your potential as a part of our team in an exciting, dynamic and diverse environment
- The opportunity to gain insights and demonstrate your sense of responsibility and initiative.

Contract type:

Minijob (part-time) contract, one-year period according to German legislation. Flexible work hours with possibility to work remotely, although job may require being available during the weekends for scheduled events.

Please send your complete application documents, including CV, and copies of certificates and diplomas, motivation letter, (either in English or German) by 31 October 2018 at the latest to the following e-mail address: office@esfparents.org

Application will be handle with discretion. Interview will be held in November/December 2018.