

We are looking for you – Administration Lead

Join the adventure

WHO are we?

collaboratio helvetica is at once a platform, community and organisation. We are a growing community of people dedicated to collaboration-driven societal change. collaboratio helvetica was initiated in December 2016 by individuals from the Impact Hubs Bern, Geneva & Zurich, foraus, euforia, Coworking Switzerland and Greenbuzz, with the support from Engagement Migros. We are a pioneer project stepping in the spaces in-between sectors and uniting actors to work towards the Sustainable Development Goals (SDGs) of the Agenda 2030, which we know can only be achieved when unlikely allies come together. Through positive dialogue, new forms of collaboration and space for experimentation, we shape the Switzerland we want to live in together.

WHAT is our vision?

Our vision is a more sustainable and conscious Switzerland in which we as a society pull together across our differences, support each other and take care of each other and the environment. We believe that Switzerland can make a unique contribution to the global implementation of the Agenda 2030 as a role-model for dialogue-focused, collaborative and experimental approaches towards societal challenges.

What it takes for this is to learn how to dialogue and collaborate across language barriers, sectors and worldviews in order to develop solutions to the challenges we are facing and activate the full potential of people and organisations. Our [Social Labs](#) and [Dialogue Spaces](#) that bring together citizens and stakeholders to address systemic issues and develop the skills needed to shape their environment in the future.

HOW do we work?

We try to walk the talk on collaboration and use elements from [Sociocracy 3.0](#) in both our governance and daily work processes. On our [website](#), you can have a look at our principles as well as at our different projects. We are an entrepreneurial team, where everyone carries responsibility and we work on a eye-to-eye level. We engage our whole being in our work and hold space for our learning processes, both individual and collective. We are located in Bern 2 days of the week and are free to work from a coworking space or from home the rest of the time. Our main working languages are German and English.

WHAT can you expect?

- A very dynamic and learning-focused environment
- New ways of collaborating and working together, with flexible work hours and location
- A network and community of inspiring people
- Space for exploration and experimentation
- Opportunity to shape and support a visionary start-up project
- Opportunity to with time diversify your work and dive into our different projects

WHO are we looking for?

We are looking for an **administration lead (20 - 50%, depending on how many of the task described below can be covered)** for our heartbeat domain. Your main role will be to set up and manage structures to handle the administration of cohe, establish the financial systems of the organisation according to the Swiss standards and ensure legal requirements are met. The tasks can be separated into several subdrivers, namely general administration, financial management and human resources. We welcome applications for all or 2 of these domains and encourage you to include in your application some information around how much time these tasks required of you in the past and how you would perform them. You will be able to actively shape this role. Job sharing is possible.

As an administration lead, your tasks are:

General administration:

- Handle on an ongoing basis the cohe administration: bills, mail, payments, renting contracts, etc.
- In support to the governance of cohe, ensure the association's legal requirements and processes are in place
- Secure and clear archiving process, digitally and paper
- Back office management, including ensuring the needed materials are available

Financial management:

- Set up tools needed to manage cohe finances (incl. a dashboard)
- Build solid accounting systems displaying the different types of incomes and deliver clarity on finances status at the end of each month
- maintain financial transparency at all times and provide all information to develop the financial strategy, keep track of all budgets enveloppes spending by employees responsible
- Ensure that employees have the required knowledge and that processes are in place to manage those budgets and provide support if needed
- Set-up the required processes and structures for the ongoing projects and provide assistance to the project/domain leaders for the establishment of their budget
- Build up the organisational annual budget and end of year financial statement compliant with the Swiss regulations

Human Resources:

- Deliver a clear on-boarding process for employees and stewards (our board members) and keep improving it from feedbacks
- Set up and maintain a good record and administration of HR contracts, salaries and consultancies in line with Swiss standards.
- Provide the required data to the external accountant in order to comply with all social and security benefits requirements as well as taxes and work permits

YOUR profile

- Experience in all areas of administration and a fascination for precision, finding satisfaction in a job well done

- Driven doing and sensing person who loves structure and organising, and is passionate about figuring out the best way to design processes
- Experience with online tools such as Bexio, Google Drive and Asana or capacity to become used to new technologies quickly
- Good communication one on one
- Ideally experienced, at least interested in new ways of collaboration and co-creation (Sociocracy 3.0, radical collaboration...)
- Capable of self-organising and of taking responsibility while staying in transparent and generative dialogue with the other team members
- High level of maturity in collaboration and self-awareness
- Used to self-reflection, feedback and personal development

WHAT are the conditions?

- Being ready to engage in a learning community and taking the next step on your personal journey
- Willingness to take ownership, learn and truly bring yourself in
- Coming in with the needed skills and energy, clarity on the purpose served and alignment with the vision
- **Starting on 1st April 2019 or as agreed**
- Being a Swiss citizen or having a valid working permit and a clear dedication to the future of this country
- Work location is Bern for all the materials and tools, flexible for the rest
- German native speaker and fluent in English. French or Italian is a plus.
- Prior participation in the community as an Explorer or having taken part in cohe events is an advantage
- We are not interested in applications to the job only, we are looking for people with a collaborative attitude who fully believe in the vision put forward and want to co-create it moving ahead. Hence, we want to get to know you and understand why you'd like to join the collaboratio helvetica community regardless of the outcome of this process.

WHAT now?

So, if you want to experience the start-up vibe, challenge yourself in a dynamic, sometimes chaotic environment and want to gather interesting work experience, this might just be the right next step for you. If you think this could be you:

1. read more about [collaboratio helvetica](#)
2. send a little mail to David (admin@collaboratio.ch) with your reflections on the above points, the information to allow us to get a sense of your profile and motivation, and whatever else you feel like sharing, until 15.03.19
3. selected applicants will be invited to a dialogue session
4. please note that we will reply to the selected applicants in priority

Don't hesitate to reach out if you have questions, we're looking forward to hearing from you!

