



Overall coordinator for Girls* on Ice Austria/ Switzerland (15%)

Inspiring Girls Expeditions empowers young women to lead and succeed through science, art, and wilderness exploration.

We are looking for an overall program coordinator for our Girls* on Ice Austria and Switzerland branches (German- and French speaking programs).

Our organization

As Girls* on Ice Austria and Girls* on Ice Switzerland we are two independent associations who share the philosophy and logistics with the international community *Inspiring Girls Expeditions*. Every summer we run tuition-free multi-day expeditions for young women that combine science, art and mountaineering. Our expeditions are led by professional scientists, artists, and mountain guides. One of the primary goals of our expeditions is to foster self-confidence in participants' physical, intellectual, social, and leadership abilities while creating lifelong advocates for Earth science and wilderness stewardship. During each expedition, the team engages in scientific inquiry and artistic discovery about the environment around them. In small groups, participants design and implement their own scientific projects, which they present to the public on the last full day of their expeditions. These expeditions are the basis for school activities (workshops and day excursions), where we use the potential of peer-to-peer communication to promote science and climate research for a larger target group.

Job description

The overall coordinator will keep an overview of all ongoing tasks throughout the year. This includes in parts expedition coordination, fundraising, outreach and communication, volunteer coordination, admin tasks, onboarding new hires and oversight of activities. Some flexibility is necessary as tasks need to be fulfilled for our Swiss and Austrian branches with different priorities.

Listed below are some of the tasks meant to be fulfilled by the overall program coordinator with support from volunteers and other Girls* on Ice members:

- Participation in our monthly coordination meetings (online - every third Wednesday evening of the month)
- coordinate activities for the expedition together with on-site coordinators
- help finding new volunteers and coordinate their tasks
- find funding sources and coordinate grant proposals
- support our outreach and communication, e.g. by delivering materials to our supporters
- post new job openings and onboarding of new hires
- organize google drive and keep track of incoming requests via email
- in general keep track of our activities throughout the year and make sure things are done (mostly by other people) and distribute tasks via Teamline



NOTE: Austrian expedition in 2023 will not take place but is planned for 2024.

Qualifications

- Effectively work with colleagues and participants of different identities and backgrounds, celebrate diversity, and demonstrate cultural humility
- Demonstrate effective communication, coordination, facilitation, and conflict resolution skills
- Good organizational skills
- At least a bachelor's degree in a science/art/outdoor-related discipline
- Fluent in German and English, French is a plus
- Familiar with Swiss and Austrian culture
- Willingness to work with Google workspace, Slack and Teamline
- Preferably be based in Austria, ideally in Innsbruck
- Be reachable during June-August
- A valid driver's license (category B) is a plus

Salary

This 15% (6h per week) position will be compensated with roughly 1000 EUR per month (14 month salary). The employment is based in Austria. Starting date March 2023.

Benefits

Inclusion in the peer mentoring network across the Inspiring Girls leadership community, a global network of professionals dedicated to improving access to science, art, and the outdoors. We place great emphasis on a diverse team in terms of socio-demographic backgrounds and opportunities. We provide a close collaboration with our team of motivated and inspiring women, who work to empower young women in science and to promote climate communication in schools. Flexible working hours.

How to apply

We collect applications for Girls* on Ice positions through [Google Forms](#). The form includes fields to submit your CV and a two-page (maximum) statement of interest detailing how you meet the minimum qualifications relevant to the position.

The position is open until filled. Our first application review will begin on **February 6, 2023**. Please contact us at swiss@inspiringgirls.org for any questions.