

Membership Programme Assistant
International Emissions Trading Association (IETA)
Geneva/Hybrid

The International Emissions Trading Association (IETA) is a global non-profit business organisation dedicated to supporting the development of carbon pricing mechanisms worldwide. We are the leading international voice of the business community on the subject of carbon markets, with over 195 members from many different sectors (www.ieta.org/our-members)

At IETA, we're hiring a Membership Programme Assistant to support our busy Operations and Membership team. The role will be based out of our Geneva office but the position will require a hybrid of working remotely and from time to time in person. All candidates must be eligible to work in Switzerland. The Membership Programme Assistant will play a key role in supporting the management of ongoing relationships of IETA members and future applicants.

We are looking for someone with 2-3 years of administrative experience willing to learn within a fast-paced international organisation working in multiple time zones. The best candidate works independently and can manage working with a global virtual team.

Responsibilities may include the following:

Membership Management

- Respond to membership inquiries by coordinating with the team
- Assistance with processing and preparing membership application packages (including due diligence checks)
- Conduct new member onboarding process with the team
- Conduct membership maintenance (updates, survey, reporting, invoicing and collections)
- Participate in meetings with potential members and current members
- Sending email campaigns via Mailchimp to potential and current members

Administrative Support

- Assist with scheduling meetings via email
- Take meeting notes
- In-person and virtual event/meeting support
 - Arranging meeting venues
 - Ordering catering
 - Arranging printing of documents
- Other administrative support tasks as required

CRM Maintenance

- Input member information into CRM
- Update or make changes to existing database as required

Mailing List Maintenance

- Ensure the GDPR policies are adhered to when dealing with contact information
- Updating subscription requests and maintaining database

Graphic Design

- Basic graphic design skills
 - Creation of web banners
 - Modify logos/images as needed

Website Maintenance

- Basic maintenance of website

Procurement Sourcing

- Conducts procurement of external services to find cost effective solutions as per the needs of the IETA Secretariat

Desired abilities:

- Entrepreneurial attitude with an ability to work in a fast-paced, virtual, global work environment
- Previous experience in an administrative role (2+ years)
- Results-oriented and strong attention to detail
- Strong customer service skills
- Strong verbal and written communication skills
- Ability to work well under pressure and consistently meet deadlines
- Ability to work with minimal supervision
- Ability to problem solve effectively and handle multiple tasks
- Strict adherence to confidentiality and handling of personal information
- Experience in supporting projects
- Fluency in French or Spanish (an asset)

Desired Software Skills (Training will be provided for the right candidate):

- Strong Microsoft Office Suite / Google Suite skills
- Familiarity with Wordpress, Mailchimp
- Use of Canva, Adobe Illustrator or Adobe Photoshop are an asset

Reporting to: IETA Membership Director

Interested candidates should send their CV and cover letter to humanresources@ieta.org with “Membership Programme Assistant” in the subject line.

The deadline for applications is 21 November 2022. Only short-listed candidates will be contacted for an interview.

IETA is an equal opportunities employer with representation in London, Washington, Brussels, Toronto and Geneva. For more information, please visit our website at www.ieta.org.