

## **Junior Project Officer (m / f / d) Human Rights in Tourism**

**Contract duration:** until October 31, 2022

**Hours of work:** 30h per week

**Starting date:** as soon as possible

**Location:** Berlin

Roundtable Human Rights in Tourism (RT) is looking for a **junior project officer**. The junior project officer supports the coordinator of the RT.

We are a non-profit association committed to a credible and transparent multi-stakeholder approach. RT aims to support its members and the tourism sector in the implementation of human rights due diligence strategies and thereby contribute effectively to improving the human rights situation in tourism destinations.

### **Tasks:**

- Internal and external communication, including PR
- Coordination of thematic working groups and project management
- Research and analysis of findings and reports in the field of business and human rights
- Preparation and implementation of (digital) training tools for the tourism industry
- International networking with human rights initiatives and networks in tourism
- Preparation of international symposia and thematic conferences
- Office organization and cooperation with service providers

### **Requirements:**

- Profound knowledge of business and human rights topics in tourism
- Fluency in English and ideally in Spanish and, if possible, German. Working language within the Roundtable is English.
- University (of applied sciences) degree (e.g. social sciences), and / or profound professional experience, ideally with tour operators
- Experience in handling events and publications
- Experience with content management systems (ideally Drupal) and social media
- Experience with digital information and educational services (e.g. webinars)
- Good ability to coordinate and communicate with stakeholders from companies, associations and non-governmental organizations
- Solid administrative experience in office organization and accounting
- Self-employed, self-organized and structured way of working
- Willingness to travel

### **We offer:**

The position offers the opportunity to accompany a small, dynamic international initiative. The position offers a high degree of spatial and temporal flexibility within the scope of concrete working requirements, incl. home office options. Upon fulfillment of the personal tariff requirements, a classification referring to fee group 10 of the public service sector in Germany (TVöD) is possible.

If you have any questions, please do not hesitate to contact Antje Monshausen from Tourism Watch (Tel. 030-65 211-1807) as representative of the RT Board and visit our homepage [www.humanrights-in-tourism.net](http://www.humanrights-in-tourism.net)

Please submit your written online application with CV, letter of motivation and proof of relevant work experience by 09.01.2020 to: [antje.monshausen@brot-fuer-die-welt.de](mailto:antje.monshausen@brot-fuer-die-welt.de)