



INTERNATIONAL FEDERATION OF ORGANIC AGRICULTURE MOVEMENTS

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## **STUDENT IT ASSISTANT**

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IFOAM represents with its 750 member organizations in 108 countries the organic sector on international level. Communication with our membership, the organic sector and the general public is crucial to fulfill our mission, which is leading, uniting and assisting the organic movement in its full diversity.

Expertise in modern software and hardware technology is required to provide a proper infrastructure for IFOAM's daily operations. In early 2009, IFOAM introduced *SALESFORCE* as a new online database system (CRM-Software) serving IFOAM's needs for providing innovative web 2.0 benefits to the members of a global organization.

The STUDENT IT ASSISTANT works as part of the IFOAM Head Office team in the office in Bonn/Germany.

**JOB RESPONSIBILITIES** of the Assistant include, but are not limited to:

- Software and Hardware maintenance & trouble shooting, general IT support to staff.
- Assistance in general website maintenance.
- Survey and procurement of IT and other electronic equipment
- Implementation of backup and restore systems.
- Supervising external service providers (website host, server maintenance, programming consultants, etc.)

### **SKILLS & REQUIREMENTS**

#### **Required**

- ✓ IT related educational background and/or experience in the field.
- ✓ Advanced software skills with databases, Web programming, internet content management systems, email lists, MS office, Anti-Virus,
- ✓ Dedication and motivation to solve all kind of computer and IT problems.
- ✓ Verbal and Written communication skills:
  - Good command of English, written and spoken.
  - Basic Knowledge of German, particularly with regard to computer interface systems.
- ✓ Personal integrity & stability.
- ✓ Capacity to work independently, however with team spirit.

#### **Preferred**

- ✓ Experience writing html, Java and cascading style sheets codes.
- ✓ Experience in Drupal or webEdition CMS.

- ✓ Beginner skills in InDesign and Flash

#### CONDITIONS

Part time position between one or two days a week. (20-40% of a FullTimeEquivalent)

Salary is foreseen at student assistant level.

Preferred starting date: December 15, 2009 or January 4, 2010.

#### APPLICATION

Please find the application form to be completed by the applicants at [http://www.ifoam.org/about\\_ifoam/inside\\_ifoam/jobs.html](http://www.ifoam.org/about_ifoam/inside_ifoam/jobs.html)

Applications accepted electronically until the position is filled. In addition to the above form, applicants should submit their CV. Please also send scanned copies of your (job) certificates. Salary expectation and other working condition requirements should be included in the application. Names and contact details of 2 references should also be submitted with the application.

For further information please contact Thomas Cierpka, IFOAM Senior Manager Human Resources and Administration under [t.cierpka@ifoam.org](mailto:t.cierpka@ifoam.org)

Please submit your application to Claudia Meinicke,  
email [c.meinicke @ ifoam.org](mailto:c.meinicke@ifoam.org)