

## Job advertisement: General Secretary (Geschäftsstellenleitung)

Montessori Europe e.V. is a not-for-profit association registered in Germany, founded in 2005. We act as a hub for networking of Montessori institutions, educators and persons interested in Montessori education throughout Europe. We have approx. 100 institutional members and the same number of individual members, with the aim to expand our membership base. Our working language is English.

The Board of Directors, currently from six countries, works on a voluntary basis and meets mainly virtually. The Treasurer is responsible for finance and administration. The association is registered with the District Court in Berlin and has a postal address in Berlin-Köpenick.

We are looking to hire a **General Secretary (m/f/d)** in a part-time position, starting April 1, 2022 or earlier. The position includes the following tasks:

- Membership administration
- Commercial administration
- (Limited) support of the Board
- Support in congress administration.

The weekly working time is 7 hours, with a flexible allocation of time within the week. There are fluctuations in the course of the year, for example at the beginning of the fiscal year in July, when the annual financial statements are prepared and membership fee statements are sent out. Book-keeping including financial statements is performed with the DATEV system, carried out by a tax consultant in Berlin.

The activity is remunerated with €450 per month and can, but does not have to, be carried out within the framework of a "mini-job".

By arrangement, the weekly hours can be increased depending on the amount of support for the annual congress, especially if it is conducted in person.

The position is not geographically constrained, but one should be able to travel a few times a year to Berlin or other places in Europe for working meetings. At our congress, which is usually held annually at different locations in Europe, the General Secretary should be present if possible.

The position offers the opportunity to interact with and support Montessori-involved people from all over Europe. Good oral and written German and English expression is required. Contact is mainly by e-mail, with some telephone contact via answering service.

Since taking on the job at the beginning of 2019, the current position holder has expanded her main occupation with more responsibility and more hours, so she would like to hand over her duties for Montessori Europe.

We look forward to receiving your application **in English** via e-mail at [recruiting@montessori-europe.net](mailto:recruiting@montessori-europe.net). If you have any questions, please do not hesitate to contact our Treasurer, Dr. Jörg Boysen, at the stated e-mail address, e.g. to arrange a preliminary phone call.

The closing date for applications is 31.01.2022.