



Environmental Paper Network

Coordinator of Environmental Paper Network International

Call for job applications

About the network

The Environmental Paper Network (EPN – environmentalpaper.org and environmentalpaper.cn) is a global coalition of more than 150 civil society organisations in 31 countries, which share the [Global Paper Vision](#) for transforming the paper industry to become sustainable and ethical. We have a history of a decade and a half of coordinated activity, having formed in North America in 2002, in Europe in 2005, in China in 2009.

EPN International evolved from our European sub-network and from 2014 has been the co-ordination hub for all our member organisations outwith China and North America. The EPN aims to identify synergies and links between NGOs in the forests, human rights, pollution and climate change movements, to share knowledge and information, to help develop joint strategies and messages, and to coordinate international campaigning.

We operate as a small, lean, strategic hub, helping civil society to respond to stakeholders in the global pulp and paper industry, including companies, customers, financiers and governments, encouraging them to move towards our Vision. We operate through working groups of active member organisations on the following topics: paper saving, Indonesian rain forests, pulp finance and forests, climate and biomass energy. We are governed by a steering group of representatives of our member organisations.

About the job

The coordinator of EPN International works for the steering group to ensure constructive, strategic and effective networking among our member organisations. The coordinator is a key member of a team alongside working group coordinators and the financial manager, together with EPN staff in North America and China. The job is a challenging and rewarding opportunity for someone who thinks globally but can work independently and proactively, who appreciates diversity and who wants to help ensure that civil society works together towards a better future.

Tasks

- Supporting working group coordinators, making linkages between different work areas and ensuring delivery of plans and actions agreed at meetings.
- Ensuring a strong and effective steering committee who can give strategic direction based on their expertise and EPN's the Paper Vision.
- Fundraising, building and maintaining relationships with funders and ensuring there are finances to continue the network's activities.
- Ensuring the network delivers on donor commitments.
- Ensuring good relationships are maintained with member organisations by keeping them informed, soliciting ideas, tapping expertise, spotting synergies and making links.

- Supporting communications, social media presence and messaging in line with the Paper Vision, including production of good quality and timely reports, discussion documents etc.
- Coordinating and organising meetings and gatherings of the network.
- Spotting strategic areas of collaboration and inspiring and motivating the network to work together.
- Working with the financial coordinator to ensure effective financial management.
- Being a key part of the coordination and communication committee of EPN International, China EPN and EPN North America.

Essential requirements

- English fluency.
- Proven affinity with the environmental and social movement.
- Willingness to become an expert on forest and paper issues.
- Experience of working with NGOs.
- Experience of a coordinator/facilitator role.
- Understanding the role of an NGO network.
- Able to work independently and from home.
- Based in a country that is covered by EPN International (i.e. not North America or China).
Note that most members of the steering committee are presently based in Europe.

Desirable

- Experience in fundraising and grant management.
- Expertise on forests, human rights, climate change, pollution or other areas relevant to the pulp and paper industry.
- Relevant experience in communications and using social media and online communications tools.
- Good organisational skills.
- Fluency in another European language.

The coordinator will work three days per week, either on a self-employed basis or as an employee of one of our member organisations. EPN is non-hierarchical and all EPN International staff are currently paid the same daily rate. The annual salary for three days per week is €37,440.

To apply, please send your Curriculum Vitae and a cover letter explaining why you seek the role, how you would approach the job and how you meet the requirements to work@environmentalpaper.org. Please send your application as a single PDF document attached to your email.

The deadline for applications is 2300 CET on 30 September 2019.

Only short listed candidates will be contacted during the 2nd or 3rd week of October for interviews that will be carried out as a video conference call.

Enquiries or requests for additional information about the job may be sent to Monika Nolle, monika.nolle@araonline.de, member of EPN International's steering group.