

Assistant(e) de la Fondation ICOM
ICOM Foundation Assistant
Asistente(a) de la Fundación ICOM

Reports to: Head of Membership Department

Full five-month fixed-term contract: 2 October 2023 - 29 February 2024

Reporting to the Head of the Membership Department, the ICOM Foundation Assistant will provide a support service to the Foundation's members, in accordance with the procedures in force within the organisation.

Services to the ICOM Foundation and its members

- Assists members of the ICOM Foundation with their various needs: answering the telephone, responding to e-mails and letters, in French and English
- Process membership applications in accordance with the validation circuits in force
- Records donations received, in collaboration with the Finance Department
- Publishes and sends out membership cards (new or replacement) and annual stickers as quickly as possible
- Files and archives administrative and financial documents
- Ensures that procedures are followed and implemented
- Identifies any bottlenecks or malfunctions and reports them to the manager
- Provides the Head and President of the ICOM Foundation with the statistical information needed to prepare activity and financial reports
- Assists the President of the ICOM Foundation with membership issues

Database management

- Enter and/or import new members
- Updates member data
- Produces membership reports and statistics

Activities of the Membership Department and the General Secretariat

- Provides logistical assistance at events organised by ICOM
- Takes an active part in working groups on specific projects within the Secretariat
- Works as part of a team to ensure the success of departmental and organisational projects
- Contributes to a positive and constructive working atmosphere within the department and with ICOM committees, respecting cultural diversity

This job description, which is not exhaustive, may change according to the needs of the organisation.