

We are looking for a **Membership and ICOM Foundation Coordinator** to join ICOM!

Who are we?

The International Council of Museums (ICOM) is a global museum organisation. ICOM is:

- a network of more than 57 000 members in 129 countries and territories
- a forum of experts composed of 120 national committees and 34 international (scientific) committees
- a non-governmental organization (NGO), building professional capacity, defending world heritage and promoting the value of museums to society

What do we expect from you?

Reporting to the Membership Manager, your main mission is to provide support to ICOM members, national committees, and the Foundation's donors, in accordance with ICOM's statutory documents.

As part of your duties:

Your missions will be as follows:

1. Services to members and national committees

- Provide support to ICOM members and other stakeholders in their administrative procedures, through in-person and telephone reception, as well as written correspondence.
- Ensure the timely issuance and delivery of new or replacement membership cards and annual stickers.
- Monitor membership and activities of a portfolio of national committees.
- Assist national committee managers on issues relating to membership and institutional life (updating mandates in the database and archiving minutes).
- Ensure compliance with and implementation of procedures.

2. Database management

- Enter and/or import new memberships.
- Update member data.
- Produce reports and statistics on memberships and national committees.

3. Services to the ICOM Foundation and its members

- Support members of the ICOM Foundation in their various procedures: telephone reception, response to emails and letters, in French and English.
- Process membership applications, in accordance with the validation procedures in force.
- Record donations received, in collaboration with the finance department.
- Update member data.
- Ensure the timely issuance and delivery of new or replacement membership cards and annual stickers.
- Classify and archive administrative and financial documents. Identify any potential blocking points or malfunctions and report them to the department manager.
- Assist the President of the ICOM Foundation on matters relating to membership.

4. Activities of the ICOM Secretariat

- Actively participate in working groups on specific projects within the secretariat.
- Collaborate as a team for the success of departmental and organisational projects.

You embrace our culture: integrity, inclusion, commitment and continuous improvement.

What profile are we looking for?

With a Bac+2 or Bac+3 qualification in management/administration/secretarial studies, you have previous similar experience in a non-profit context. You are able to work in English and French. Spanish appreciated.

You value teamwork and demonstrate strong interpersonal skills, flexibility, and open-mindedness. You are also highly organised and excel in managing tasks efficiently.

Benefits

- 50% refund of the Navigo pass
- “Healthcare costs” coverage 100% covered by ICOM, giving you peace of mind regarding your well-being and that of your loved ones
- Edenred card (restaurant vouchers)
- Type of employment: 18-month fixed-term contract / 37.5 hours per week
- Salary: 24-26 KE
- Possibility of teleworking 2 days per week
- Possibility of teleworking 2 weeks per semester from another location, subject to an internet connection
- Workplace: Paris

The recruitment process

We take great care in getting to know each profile.

A first interview is conducted with the human resources manager; a second interview is conducted with the section manager.

Please send us your complete application file – CV, cover letter, some professional references and salary expectations – to icom.jobs@icom.museum