



## Job Description: Projects & Logistics Officer

<b>Job Title</b>	Projects & Logistics Officer
<b>Based at</b>	Remote, working from Eastern Time Zone (UTC-05:00)
<b>Reports to</b>	Campaign Outreach Manager, Stop Killer Robots
<b>Job Purpose</b>	To ensure the overall effective operations of the Stop Killer Robots campaign, including logistical, administrative, and financial support; to implement delivery of a small grants programme; and to lead on logistics and operations in support of programmatic activities including international meetings and special events.
<b>Staff managed</b>	Interns, consultants, and volunteers as required.
<b>Salary</b>	We offer a competitive salary and benefits package based on location.
<b>Contract period</b>	One year renewable depending on funding. This is a full-time position.

### About the organisation

The [Stop Killer Robots](#) campaign is an international coalition working to address the challenges posed by autonomy in weapons systems. Stop Killer Robots believes that people are too valuable to allow the automation of killing. Technology should be used to empower all people, not to reduce us. In a context of growing digital dehumanisation, we are a coalition of organisations working together to ensure human control in the use of force. Our campaign calls for new international law on autonomy in weapons systems to protect our shared humanity for the future.

### Position Summary

The Stop Killer Robots campaign is looking for an organised and energetic Projects & Logistics Officer to play an integral role in the effective operations of our coalition. The Projects & Logistics Officer will be responsible for providing logistical, administrative, and financial support to campaign staff, steering committee, and coalition members. We are looking for an individual with strong, demonstrated organisational skills and a passion for details. This position is for someone who is a creative problem solver and solution-focused, with proven ability to work within time sensitive environments. Our movement is global, and we are looking for someone who thrives in a dynamic, collaborative, and multicultural environment. This position is perfect for someone who wants to use their administrative prowess and powers of logistical organisation to contribute to preventing a future of automated killing.

This position can be flexibly located, which would require you to be able to work from home. The Projects & Logistics Officer will work closely with other members of the staff team based in various locations around the world, with our much larger global community of member organisations, and with external vendors and contractors. You will report to the Stop Killer Robots Campaign Outreach Manager, and the position is administered by Mines Action Canada (Canada).

**How to Apply** - Email your CV/resume and a cover letter to [jobs@stopkillerrobots.org](mailto:jobs@stopkillerrobots.org) by 20 May 2022. Please write 'Projects & Logistics Officer' in the subject line.

## ***Job Objectives and Responsibilities***

### **1) Ensure the overall effective operations of the Stop Killer Robots campaign**

- Lead day-to-day administrative management and operations of campaign, maintaining and updating administrative systems and procedures as required;
- Lead administration of campaign finances and implementation of financial systems and processes, working with the Finance Manager to process invoices, payments, reimbursements, and reports;
- Maintain and update contact databases of campaigners and supporters;
- Facilitate positive engagement of campaign members and supporters through timely provision of information and response to general inquiries.

### **2) Lead logistics and operations in support of programmatic activities, including international meetings**

- Manage administrative and logistical tasks and oversight for key conferences, diplomatic meetings, and other events, including remote events using digital platforms;
- Lead logistical planning for travel and mobilisation of staff and associated stakeholders to support program activities and initiatives;
- Coordinate and administer campaigner sponsorship program;
- Develop budgets, monitor and reconcile expenses related to international meetings and events.

### **3) Support campaign outreach and build capacity for coalition advocacy**

- Implement delivery of a small grants programme to support national and regional campaigning;
- Monitor, analyse, and report on impacts of grant programme;
- Support dissemination and accessibility of resources to enhance campaigning and communications.

## ***Qualifications***

- University degree or equivalent work experience
- Minimum 3 years demonstrated experience in logistics and/or administration
- An excellent command of spoken and written English
- Financial administration and budgeting experience
- Experience supporting or planning events
- Strong organisational skills and detail orientation
- Creativity, initiative, and demonstrated ability to resolve operational challenges as they arise
- An ability to communicate effectively with a wide range of stakeholders at different levels
- Strong interpersonal skills and ability to work collaboratively
- Ability and willingness to travel internationally
- Familiarity with international advocacy campaigns, the UN, and multilateral systems is desirable

Having a diverse staff team enables us to understand and meet the needs of people from diverse perspectives, and creates an atmosphere that supports positive relationships and communications. We are eager to hear from candidates who can perform the essential functions of this role. All qualified persons are encouraged to apply regardless of race, colour, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, marital or domestic partner status, or religious affiliation.