

We are calling for an

Student IT Assistant

About Us

Founded in 1972, IFOAM – Organics International works as an agent of change, advocating for true sustainability in agriculture, value chains, and consumption. We are an international non-profit organization with a membership base that spans around 100 countries, and promote a holistic approach to food systems based on the principles of health, ecology, fairness, and care.

The Position

It's an exciting time to join our team. In a growing international organization demands on Information Technology (IT) are also increasing. To support our Governance Team, we are looking for a Student IT Assistant.

We work in a Mac-based office environment and we maintain several inhouse Mac/Linux Servers and several Linux (Ubuntu 16,18,20)-based webservers. As IT Assistant you prepare computers for new colleagues and you learn to take over basic tasks of the infrastructure maintenance. You also act as a first-level support for our team in Bonn and occasionally also for colleagues working from abroad. As a proactive team player, you are working collaboratively as part of a multicultural and interdisciplinary team of 25 and based in Bonn, Germany, reporting to the Sr. Manager Membership & Operations.

Responsibilities

- Preparing & Configuration of Mac machines for the new colleagues;
- Independently support the office team in IT matters (Office 365/Salesforce/MacOS);
- Maintain parts of our network infrastructure;
- Ensure website and server security by checking for threats and applying security updates.

Qualifications, Experience & Skills

Experience in IT support;

- Familiar with the macOS operating system;
- Experience with at least one Linux distribution, e.g. Ubuntu;
- Familiar with the command line;

- Experience with Microsoft 365/Salesforce is a plus point;
- Experience with Wordpress CMS is a plus point
- Ability to communicate in English, additional languages (e.g. German, French and/or Spanish) are valued;
- Ability to resolve problems independently;
- Responsible, reliable and service-oriented.

We Offer

We offer a part-time (20 hours a week) position in a dynamic and multicultural team of a well-established and growing, international organization. A one-year contract, with the possibility of extension, is foreseen for this position.

We offer a monthly salary of € 1000 (brut).

How to Apply

Please submit your application by email in one single file (PDF) to jobs@ifoam.bio, indicating in the subject line the title of the position you apply for. We aim to fill this post **as soon as possible and will accept applications until the post is filled.**

Your application must include a cover letter, your CV, confirmation of student status and one professional reference, providing the name and contact details. Additional documents may be asked for at a later stage. Incomplete applications will not be considered.