

## Position Description

### President

oikos Copenhagen runs six functions and six projects with nearly 50 members. Someone needs to overview all processes and keep track of the organization's development, wherefore we have one paid position. The president is paid for 10,5 h per week by the yearly budget we receive from the PRME office and is officially employed as a student assistant at CBS. This ensures that the president is able to fully focus on leading the organization, to flexibly adapt and spontaneously invest time where needed without having to focus on a student job on the side. In the following, you find more details about what this entails.

#### Responsibilities

- Lead the board of oikos Copenhagen
- Representation of the organisation internally and externally
- Ensure free information flow throughout all levels of the organization
- Maintain relationships with key partners
- Management of the collaboration with the advisory board
- Facilitate connections within the network
- Ensure fulfillment of formal and legal requirements
- Fulfilment of the role as member of the SDG Task Force and as member of the Green Committee

#### Activities

- Lead the board of oikos Copenhagen by planning, preparing, facilitating and documenting weekly meetings, solving conflicts and ensuring high motivation within the board
- Presence at events of partners or other organisations within the network, speeches, panel discussions and/or networking activities
- Giving interviews and statements to the press
- Strategic work to make sure, the organization's vision, mission and goals fit the circumstances and readapt if needed
- Crisis management in case of major external changes
- Relationship Management with key stakeholders: Dean of Education, PRME Office, oikos International and other oikos Chapters
- Organisation of events with oikos International
- Organisation of internal workshops
- Recruitment processes and team structures

#### Qualifications

- Purpose-driven intrinsic motivation for the position
- Empathic way of working and readiness to adapt to different perspectives on volunteering
- Stress Resistance & structured way of working
- Openness in communication
- Strategic approach to conflict resolution
- Experience in project management and leading teams is beneficial

## Head of Project Management

The tasks of the Head of Project Management go hand in hand with the one of the president but are more about actively supporting the teams and especially the project managers in organizing their projects. The Head of Project Management typically introduces the projects and guides its strategic direction. Further she or he will support the team, if it faces problems along the way and will keep track of the projects progress. She or he will be the one to talk to in case of any kinds of issues and she or he will be in frequent communication with all PMs and head functions.

### Responsibilities

- Well-functioning of all projects
- Constant and complete documentation of the processes through PMs
- Maintain motivation level within the projects together with PM
- Effective project handover at the end of the term
- Effective information distribution from board to projects and vice versa
- Constant project development in case of new opportunities

### Activities

- Reporting about projects to the board
- Planning, preparation, facilitation and documentation of project management meetings per week
- Making sure internal workspaces are set up correctly, working for every member, frequently used and updated at all times
- Detect issues within the project teams and solve them together with PM
- Support the project managers in leading their project team by giving advice and collaborating on issues
- Support Communication function by ensuring the correct distribution of information and by tying the communication strategy to the projects' strategies

### Qualifications

- Structured way of working
- Ability to keep an overview of several processes and connect them to a bigger picture
- Readiness to adapt Project Management to specific needs of the different natures of the projects but also to the members of the team
- Ability to collaborate and adapt to various personalities in the way of working
- Experience in team leadership and project management are beneficial