

Position Description

Vice President

oikos Copenhagen runs six functions and six projects with nearly 50 members. With this amount of projects and responsibility, the President alone needs a designated person that commits to supporting and standing in for the President when he/she is not able to attend meetings or events physically. In addition to standing in physically to represent the organisations in internal oikos (international) events, the Vice President also stands in in external oikos events, prepared with knowledge about the overall organisation and projects - in prior communication with the president.

Responsibilities

- Be part of the oikos Copenhagen Board
- Representation of the organisation internally and externally if the president is not able to
- Support free information flow throughout all levels of the organization
- Maintain relationships with key partners, in constant communication with the president
- Up-to-date with matters related to the advisory board
- Facilitate connections within the network
- Advise the President in strategic decision making and provide constant feedback personally, but also from what the Vice President has learned from other organisation members

Activities

- Support the President in maintaining team spirit and share learnings from oikos international training and workshops
- Presence at events of partners or other organisations within the network, speeches, panel discussions and/or networking activities
- Review President's strategic work to make sure, the organization's vision, mission and goals fit the circumstances and readapt if needed
- Support in crisis management in case of major external changes
- Relationship Management with key stakeholders: PRME Office, oikos International and other oikos Chapters
- Organisation of events and initiatives with oikos International and other chapters
- Organisation of internal workshops
- Support in setting up 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