

# Job Tender

## Matrix Development Team Coordinator part-time / 10 hours

We are looking for a new coordinator for the Matrix Development Team, which is a part-time role of 10 hours per week. This role could be shared between one or two persons.

### Your Responsibilities

- Proactive coordination to drive research and development of the ECG matrix
- Preparation, hosting and minuting of team meetings with a log of key matrix development decisions
- Collation, monitoring and management of stakeholder feedback and matrix development and calibration ensuring robust delivery and full transparency (timings, scope, content, engagement, etc.)
- Ensuring strategic alignment and strong collaboration across relevant bodies within the movement, e.g. EMT, FMC, Professional Services Working Group, Organizational Structure Working Group, Delegates Assembly and all hubs, in particular Municipalities Hub, DACH Consultants Hub, International Consultants Hub, Audit Hub, Companies Hub, Communication Hub, Science Hub.
- Actively representing the ECG in international projects and task forces, e.g. Non-Financial Reporting, EU Regulatory Changes, CSR, etc.
- Contact person for members of the MDT (editors)
- Communication with the public (inquiries via [bilanz@ecogood.org](mailto:bilanz@ecogood.org), keeping the MDT website up to date, articles for newsletters/views)

### Your profile

- Fluent in English
- Mastery of ECG tools and platforms (e.g. data cloud, wiki, office, Open Office software)
- Knowledge and experience of sociocracy, consent or systemic consensus decisioning and non-violent communications
- Technical understanding of the Matrix 5.0 and the contents of the workbook manual
- Friendly and approachable with strong delivery focus

## We offer

- 12,134 EUR per annum for 10 hours per week. Position can either be salaried as a staff member of the International Federation (12,1234 EUR gross) or Freelance (15.774 EUR - invoice provided on a monthly basis)
- Flexible working hours
- Motivated team of young, purpose-driven people

## Apply now

To apply please email your CV and motivation letter to [sigrid.koloo@ecogood.org](mailto:sigrid.koloo@ecogood.org) and to [carlos.lopez-monllor@ecogood.org](mailto:carlos.lopez-monllor@ecogood.org)

Deadline for applications is 20th September.