



January 2022

Program Administrator

Terms of Reference

About NatureFinance

NatureFinance is a Geneva-based, Swiss non-profit organization committed to making nature count in global finance.

Nature-related finance has many dimensions, actors and change pathways. The measurement and pricing of nature related risk is generating a new data industry alongside new tools, standards and regulations. Policymakers and financial regulators are considering the place of nature in financial stability and prudential regulation, as well as new rules connecting nature impacts to everything- from trade and investment to money laundering rules. Emerging nature markets and technologies are also creating new nature related opportunities, from nature credit markets to infrastructure and food systems.

Areas of focus include:

Counting nature: global finance needs to incorporate new measures of nature-related risks.

Sovereign debt: ensuring that the world's sovereign debt markets integrate natural capital.

Nature markets: advancing better governance of carbon and wider biodiversity credit markets, and other key nature linked markets such as soft commodity markets.

Nature crimes: ensuring that 'finance value chains are free of nature crimes' by advancing the wider application of anti-money laundering and other rules, commitments, and practices.

Program Administrator Description

The Program Administrator will be an integral part of the NatureFinance Coordination Unit, primarily providing administrative support to program leads to ensure projects are implemented successfully, on time and within budget.

Responsibilities

- Schedule calls and meetings as requested by program leads
- Support on meeting preparation, including the timely sharing of materials, confirming participation, and distribution of follow up materials as requested
- Lead on the production and circulation of meeting minutes and notes when applicable, and ensure timely follow-ups on action items



- Book travel and manage event logistics
- Manage program documents via MS SharePoint and Teams
- Format reports and presentations, using NatureFinance branded templates
- Provide technical support to program staff and senior leadership, liaising with the IT department to promptly sort issues
- Sit on the NatureFinance Coordination Unit and attend weekly coordination meetings
- Cover Coordination Unit team members during annual leave

Experience and Qualifications

- Able to work effectively in the English language
- Experience in executive level administrative support and operations
- Exceptional organizational and time management skills, with the ability to prioritize effectively between competing (and at times conflicting) tasks and deadlines
- Excellent command of Microsoft Office Suite
- Strong attention to detail and an interest and strength in process management
- Ability to work in a networked, fast-paced and agile work environment

Terms

- Start date ASAP
- Able to work within an EU time-zone preferable (7am-3pm EDT, with some flexibility)

How to Apply

[Please apply here](#) where you will be asked to attach your CV and a short summary paragraph, summarizing why you would be a good candidate for this role.