

Wanted:

Team Assistant (m/f/d) for Roots of Impact (part- or full-time)

We are growing and have ambitious plans for the future. Do you want to support us on our thrilling journey towards more effective impact finance? Are you eager to work in an agile and dynamic impact enterprise? Are you good at juggling different tasks at the same time and enjoy bringing structure into teams? If so, we are looking for you to join our enthusiastic and multicultural team! We are based in Frankfurt, Germany, with hubs in Berlin and Cape Town, South Africa but are open to exploring remote work options worldwide.

Roots of Impact - Effective. Impact. Finance.

Roots of Impact is a manager of catalytic capital. As a pioneer in Impact-Linked Finance, we believe in aligning capital with incentives to drive change for people and the planet. Our mission is to empower entrepreneurs to achieve impact at scale by managing innovative funds, providing quality advisory and education, and building the field for Impact-Linked Finance.

The [Impact Intelligence and Education](#) team manages complex programs that include capacity building and catalytic financing components. A major focus of our work is the B-Briddhi program, a complex, multi-year, multi-component program that operates in Bangladesh. The program is now entering its third year at a time when the Impact Intelligence and Education team is increasingly called to replicate components of this program in the structure of other funds and facilities that Roots of Impact is launching, including the Impact-Linked Fund for Education, SIINC for WASH, and others. As we continuously update and adapt our content to the context and sectors related to these engagements, we are looking to strengthen our administrative capacity by engaging a Team Assistant to carry out the crucial routine tasks associated with implementing the different programs and support the building of a robust administrative system.

Your opportunity

You don't have to be an impact finance wizard to fill out this role. Our future Team Assistant will be supporting our Impact Intelligence & Education team in maintaining and optimizing our project administration processes. We are looking for an exceptionally organized candidate that enjoys supporting the team by maintaining existing and building new and more efficient administrative functions. Candidates that enjoy having high visibility over their tasks and a predictable work environment will thrive in this position. The role's responsibilities include:

- General administration
 - Prepare documents and contracts in company- and program-specific formats along the full lifecycle of program implementation
 - Maintain and improve systems for tracking project financials, key deadlines, and deliverables following up with relevant stakeholders as necessary
 - Support the preparation of financial and narrative reports
- Team coordination (maintaining team calendar, scheduling meetings internally & externally)
- Communications-related tasks (e.g. preparation of surveys based on templates, maintaining and updating materials on the website and social media accounts)
- Other tasks depending on your personal potential and interests



Could this be you?

What you should bring:

- Passion for social impact
- At least 2 years of experience working in an administrative capacity
- Excellent organizational skills and attention to detail
- Impeccable written communication in English
- Excellent knowledge of Excel
- Comfort balancing competing priorities

A plus would be:

- Experience building or upgrading systems and processes to better administer complex programs
- Experience with administering grant-funded programs, preferably for funders like the SDC, GIZ, or other European development agencies
- Experience living and working in the Global South
- Other languages, especially German, French, Spanish, or Bengali

How to apply

We look forward to receiving your [CV](#) and [cover letter](#) at talent@roots-of-impact.org. Please indicate in the subject line “Application: Team Assistant”. In the cover letter (max. 1 page), please address the following questions:

1. What is one example of a complex project you have helped to administer? What was your specific role? (Tip: Strong candidates will provide specific, measurable examples in a straightforward and concise way.)
2. What is one example of a system or process that you helped improve? What was the measurable result of this improvement?
3. What attracts you to Roots of Impact’s work?
4. What are your salary expectations (specify if full- or part-time position)?
5. What is your proposed place of residence?
6. What is your earliest preferred starting date?

More about Roots of Impact: <https://www.roots-of-impact.org>

Data storage

By applying for this position, you give us consent to add and store your data in our talent pool. We reserve the right to use this data for potential future recruitment purposes. If you would like to have this data removed, please contact us via talent@roots-of-impact.org.

Note

Roots of Impact is an equal opportunity employer. We deeply believe in equality and diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and disability. We welcome applications from individuals of all backgrounds and abilities and are committed to providing an accessible candidate experience. If you need any accommodations or adjustments throughout the interview process and beyond, please indicate this in your application.

