



Operations & Communications Officer Job Description

Location: Home/remote working, Cyprus-based, occasional travel across the island to visit projects will be required.

Hours: Full-time, flexible working as standard.

Salary: Consultancy contract €17,000-18,500 per annum subject to level of skill and experience.

The Cyprus Environment Foundation (CEF) aims to protect and enhance the natural beauty, biodiversity and eco-systems of Cyprus by raising funds from people and businesses and supporting local environmental projects. CEF is a branch of the Conservation Collective, a global network of local environmental charities that leverage funding, expertise, and contacts to enable grassroots projects to amplify their environmental impact.

CEF has recently celebrated two years of activities on the island, awarding over €180,000 in the form of grants to support more than [20 projects](#). So far, CEF has worked with over 15 local environmental specialists to help protect local biodiversity, enhance regenerative land use and prevent and reduce waste production.

As our organization is establishing strong roots on the island, we are looking for an **Operations & Communications Officer** to help scale-up our impact and awareness of our work.

We are seeking a self-motivated, organized individual with a passion for the environmental sector.

They will need to be able to work well in a small team, primarily remotely, with occasional local travel. There is potential for the role to grow as the charity expands.

Key activities will include working closely with CEF's Executive Director, and assisting with:

- All aspects of the grant making process (exploring ideas, supporting application process, project review and assessment, approval/feedback, grant monitoring and reporting on impact).
- Marketing and communications (website updates, newsletter, social media, presentations for CEF, annual reports).
- Administrative processes (maintaining accurate records in CEF's CRM platform Salesforce, scheduling, supporting and reporting on internal and external meetings, responding to enquiries).
- Identification, research and pursuing of development opportunities for CEF (eg. funding proposals, promotion events etc.)
- Organization of fundraising and promotional events.
- Representation of CEF at events and conferences.
- Outreach development and maintenance of effective networks with CEF's grantees and partners (eg. advisory board, steering committee etc.)



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The person for this job will:

- Have excellent organizational, time-management and writing skills with attention to detail.
- Be self-motivated and be able to take initiative and work efficiently remotely.
- Be creative and a problem solver.
- Be able to represent CEF at meetings and events.
- Be able to identify, research and pursue development opportunities for CEF.
- Occasionally travel locally for project site-visits, meetings, events etc.
- Be fluent in Greek and English.
- Have good digital and social media skills (active engagement with CEF's social media channels) and be able to create compelling content for various platforms, including print, web, and social media
- Be comfortable with using (or learning to use) MS Office suite, Canva, WordPress, Mailchimp, CRM and social media platforms.
- Preferably have a background and/or in environmental studies or related disciplines (ecology, environmental sciences, biology etc.)

Prior experience in the non-profit / civil society sector will be considered an advantage.

Apply by **January 10th 2025** by sending a CV (**not longer than 2 pages**) and a cover letter (in English) to Sofia Matsi at: sofia@cyprusenvironment.org