JOB OPPORTUNITY:  
ADMINISTRATIVE COORDINATOR - PUBLIC TRANSPORT MAPPING - FULLY REMOTE

About Trufi Association

We are Trufi Association e.V., named after minibuses in Bolivia. Our mission is to make informal public transport in emerging cities and the megacities of tomorrow more attractive and accessible. We are an international NGO registered in Germany. We enable city authorities and local entrepreneurs to deploy a truly user-friendly multimodal journey planner app. We offer an open-source platform for localised multimodal journey planner apps that integrate official public transport, informal minibus routes and other transport systems like taxis. Our Trufi app supports any language, even local dialects, and runs on Android and iOS. Our first Trufi app launched in Cochabamba (Bolivia) and it is now available in Accra (Ghana), Duitama (Colombia) and Addis Ababa (Ethiopia); pilots currently beta-run in Manila (Philippines), and in La Paz, El Alto and Tarija (all in Bolivia) - and many more cities are preparing for a launch.

About the role

We are in full expansion mode and seek to make our startup more professional. Having grown to more than 100 volunteers from more than 30 countries. To manage our growth, we need to organize many tasks, especially administrative and financial tasks. Key to our success is setting up a paid team and integrating the volunteer team at the same time. The Administrative Coordinator will work hand-in-hand with the Business Development Manager and Marketing & Communications Expert and will directly report to the Executive Board.

Your responsibilities and tasks

- Organize and support volunteers
- Onboard new volunteers, setup gatherings for the volunteers to motivate their constant engagement
- Task manage the part-time jobs people of marketing and business development
- Supporting project managers on different projects and tasks
- Support CEO and CFO with administrative tasks
- Provides administrative and logistical support for projects, initiatives, and programs within an NGO environment.
- Drafts contracts, budgets, and donor reports with direction from the CEO and CFO.
- Organizes meetings and events
- Serves as an coordinator of work product with other programs/departments, i.e. finance, program development, public information, etc.
Why we love working for Trufi

We give millions of people access to the most convenient public transport options for getting from A to B, and we do this to empower their lives and help with climate change mitigation in line with SDG 11.

Our approach is built on passion, initiative and ideation. We are a growing virtual community of supportive and passionate colleagues located around the world. Most of us are volunteers and we appreciate that we can put bold ideas and out-of-the-box thinking into action. We have a clear strategy to deliver impact at scale and to maximise the impact of our work.

We give each other the support to learn and grow personally and professionally through our successes and the challenges we face. We use Slack, GSuite, Trello, and GitHub to collaborate effectively, and we have numerous rituals to stay connected and mission-driven.

Your application

Apply now on this Google Form and send your CV to jobs@trufi-association.org.

- Apply until: August 8, 2021
- Job start date: September 1, 2021
- Payment negotiated
- Part-time job: 1 or 2 days/week, fully remote
- Internal applications favoured.