



IWGIA IS LOOKING FOR PRACTICAL ASSISTANCE, 2 days, 6-8 hours per week

Would you like to be part of our organization and help keep our office running smoothly? Then you might be our new colleague.

IWGIA is an international NGO that works for the rights of Indigenous Peoples, we are 25 staff, and our office is located in the center of Christianshavn.

Your responsibilities may include:

- Grocery shopping
- Light cleaning and tidying up the kitchen
- Preparing for meetings and welcoming guests
- Picking up and dropping off mail
- Handling various ad hoc tasks such as assembling an IKEA desk, organizing closets, picking up guests at the airport or something completely different

You are someone who:

- Is organized and detail-oriented
- Takes initiative and adapts easily
- Enjoys working independently

You may have experience with similar tasks – but it's not required

What do we offer:

- A meaningful job in an international NGO
- A friendly and informal office located right next to Christianshavn metro
- Great colleagues and a positive supportive work environment
- An opportunity to make a real difference in the everyday functioning of our team

If this sounds like you send us an application to: position@iwgia.org

We will call for job interviews on a running basis – and take down this announcement when we have found a match.

Check out our website: www.iwgia.org and read more about who we are.

You are also very welcome to contact us if you have questions.

Call Annette on 53 73 28 30 or send an e-mail to ak@iwgia.org

We look forward hearing from you