

Administration & Compliance Officer

Type: Contactor, 15-20 hours per month

Length: One year

Supervisor: SSDP International Executive Director

Location: Remote/Vienna

Compensation: Varies based on region (living wage) ~ 250 USD/ mo for Vienna, AT

The successful candidate is responsible for their compliance with the local tax regulations of their residence.

Students for Sensible Drug Policy International

Students for Sensible Drug Policy is an international grassroots network of students and young people, led by students and young people who are advocating for policy reform on the local, national, continental and global level.

We promote youth civic engagement as a critical tool in reforming drug policy and develop leaders who advocate for change, based on justice, liberty and compassion. SSDP mobilizes and empowers young people to participate in political processes. Our members operate locally and are connected globally to reduce the harms of counterproductive policies—in particular, those that directly harm students of all ages and youth—and to represent the rights and interests of this population.

Core Values

- Shared power and authority.
- Youth-controlled agenda.
- Collaboration and partnership.
- Constituent-specific strategies.
- Learning.
- Diversity, inclusion, and anti-racism.

The Position

Our new Global Officer will be responsible for developing, advising, and maintaining SSDP's network outside of the United States that already have SSDP activity. They will work directly under the SSDP International Executive Director and mainly support administration and compliance related organizational goals. Additionally, the Global Officer will help the global SSDP community on local organizational developmental issues.

We are looking for a **motivated** and **reliable** individual that enjoys listening as much as talking and is comfortable with electronic interactions as well as in-person. You don't need to be a tech wizard but it's important that you get around online without a fuss. You are quick on your feet, a natural problem solver, you are easy going but professional, you enjoy making new connections and taking a leadership role when it is necessary.

Roles & Accountabilities

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- Administrative Assistance for our HQ in Vienna, Austria
- Compliance support
- Partnership manager
- Formal registration support for our subsidiaries across the Globe

Qualifications

Regional Coordinators must exemplify SSDP's core organizational values:

- Efficiency
- Transparency
- Humility
- Optimism
- Inclusiveness
- Light-heartedness

- Diligence
- Consistency

Additionally, the ideal candidate has already displayed a strong desire to empower students to change drug policy in their country or region through their involvement with SSDP. They have already distinguished themselves as networkers between those chapters and demonstrated enthusiasm to work within SSDP's outreach framework and mission.

Necessary skills:

- Exceptional written communication skills in the primary language of the country or region (Austria)
- Exceptional oral and written communication skills in English
- Strong ability to work effectively with loosely-organized groups
- Demonstrated willingness and ability to adhere to strict data and record keeping practices
- Proficiency in the use of the Google Apps; strong ability to use and understand web-based programs
- A keen interest in drug policies

Time Commitment

Start and end dates are flexible, but the training will ideally begin right before the start of a new program year (**July 1st**) and finish their term at the end of the program year (June 30).

This is a part-time position with flexible working hours - the Officer should be prepared to occasionally work during evenings and weekends. Some travel may be required.