



Administrative Coordinator and Movement Support

Job Posting

Job Title Code: 2026_001

Date: 30.1.2026

About Us

There is an urgent need for real change. You have felt it. We have seen it. At ECONGOOD (Economy for the Common Good), we are on a journey to make the economy serve its true purpose: a good life for everyone on a healthy planet. To meet the demands and expectations of our growing movement and the interested public, we are committed to professionalizing our structures, teams, and processes.

Currently the movement consists of over 4,000 activists in more than 170 local chapters and 40 associations. Over 1,300 businesses, cities and universities have completed the Common Good Balance Sheet and are actively involved in spreading the idea of ECONGOOD.

The International Federation, as the legal and organisational umbrella for our entire movement, plays a crucial role in providing essential services to members, volunteers and external users. We seek an experienced person to for the position of Administration Support.

This job can be carried out 100% remotely. We offer employment contracts or freelance contracts in Germany and Austria. In other countries only freelance contracts are possible.

Job Summary

The position Administration Support encompasses areas and tasks essential to the successful operation of the International Federation. You will support and onboard various movement members such as Local Chapters and associations, handle tasks like contract management and serve as a main point of contact for inquiries from inside or outside our organization directed towards the International Federation. The aim of the position is to ensure inquiries are well answered, help maintain operations within the International Federation and help make sure that specific groups and individuals are integrated into the organization.

Key Responsibilities

- Being the first point of contact for inquiries to the International Federation.

- Lead new ECONGOOD Local Chapters and ECONGOOD associations through the application and onboarding process
- Provide basic support for ECONGOOD Local Chapters in countries without ECONGOOD associations
- Coordinate the onboarding of new members in the International Federation
- Prepare surveys and help finalize reports from the movement
- Manage and update data on local chapters, hubs and associations in our database, mailing lists, etc.
- Support contract management for Staff and external partners
- Handle contract management with external service providers
- Handle various office management tasks

Key Skills and Competencies

- You have experience in coordinating volunteers or other groups of people, with strong cross-cultural communication skills
- You work reliably, independently, flexibly and are willing to take on responsibility
- You have technical experience with digital tools; organisational and facilitation skills, and legal knowledge are helpful.
- You identify with the idea of ECONGOOD.
- You are fluent in written and spoken English. German is also helpful and further languages welcomed.
- You have excellent inter-personal and communication skills
- You are committed to equal opportunities and cultural diversity

Integration in the organisation

Supervisor/contract manager: Gus Hagelberg (gus.hagelberg@econgood.org)

Organisational Unit: Administration

Working conditions

Contract type: Freelance or Employee Contract

Working Hours: 16 hours per week

Workplace: 100% remote or at our office in Hamburg, Germany.



Salary: From 1.827€ to 2.145€ (hired employee) or 2.664€ to 3.127€ (service contract) (monthly gross). These figures are only valid for individuals living in Germany or Austria. For information about other countries please contact us. ECONGOOD offers a just and competitive salary, calculated individually for each staff member. It includes factors such as work experience, living situation as well as place of living. Apply to learn more.

Benefits: Working location, schedule flexibility, just salary model based on the Economy for the Common Good principles, 30 holidays included (full-time equivalent for hired employees), being part of an international community, non-profit, dynamic, transformable, value and purpose-driven workplace.

Diversity: We are committed to creating a diverse and inclusive workplace. We welcome applicants from all backgrounds and do not discriminate based on race, gender, age, sexual orientation, religion, or disability. We strive to create an environment where everyone feels respected and valued.

Application

Be part of our movement and an awesome team of staff and volunteers and help work for an economy designed to promote a better life for people and the planet.

To apply for this position please send a CV and a supporting statement outlining your experience and suitability for the role to jobs@econgoud.org by February 26, 2026.