

## Non-profit developer of sustainability simulations and serious games is looking for: **Part-time, Virtual Assistant**

### THE ROLE

You will take over several communication tasks - both inside and outside the organization. You will join our team and contribute to the design and application of innovative engagement methods including serious games and role-playing simulations. All this to improve understanding of the sustainability challenges, such as climate change, and to improve dialogue and collaboration between science, policy, and society.

Sounds interesting to you?  
Read more and apply!

### KEY RESPONSIBILITIES

- Support for communication activities: gathering, assembling and managing materials to be used across multiple channels (e.g. websites, social media, newsletters, etc.), creating and uploading content across those channels
- Communication with partners, participants, and contractors
- Support in running of the online workshops: sending invitations, reminders, basic technical support for participants, etc
- Supporting game development

### KEY REQUIREMENTS

- Fluency in English and Polish
- Excellent verbal and written communication skills
- Flexibility and responsibility

### WE OFFER

- International and inspiring working environment where simulation games are used to solve urgent global challenges
- Flexible part-time working hours, varying between the weeks, the level of engagement can be negotiated
- Possibility to work remotely from your home office
- Contract of mandate
- Remuneration based on the timesheet (22 PLN/ hour net)
- Friendly work atmosphere

### NICE TO HAVE

- Interest in the area of sustainable development
- Basic knowledge of Adobe Illustrator, Photoshop
- Another foreign language

**If you have the qualifications described above and would like to apply for the position, please send your application (CV and cover letter) in English. Please, mind that we reserve the right to reply only to the selected candidates. Applications without a cover letter will not be considered.**

Please send your CV and cover letters to: [rekrutacja@crs.org.pl](mailto:rekrutacja@crs.org.pl) (entitling the email "Virtual Assistant"). Don't forget to enclose the following annotation:  
"I agree to the processing of my personal data by the Centre for Systems Solutions Association for recruitment for the post of Sustainability Expert in accordance with Art. 6(1)(a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)"

In order to ensure compliance with the GDPR, we would like to inform you that we intend to store your personal data on the G Suite platform owned by Google LLC. The data will be stored on a server located in the USA. To dispel your doubts, we would like to assure that your data will be safe, as Google LLC joined the Privacy Shield program and provides the appropriate level of personal data protection required by European regulations.

In reference to this, please read the information below:

In accordance with art. 13 of the General Regulation on the Protection of Personal Data of 27 April 2016 (Official Journal of the European Union, L 119, 4 May 2016), we inform you that:

1. The administrator of your personal data is the Centre for Systems Solutions Association, based in Wrocław 50-305, ul. Jaracza 80B/10, Poland;
2. Your personal data will be processed for the purposes of conducting correspondence pursuant to the Article 6(1)(a) of the General Data Protection Regulation of 27 April 2016;
3. Your personal data will be stored for the duration of this recruitment;
4. You have the right to access your data and the right to rectify, delete, limit processing, the right to withdraw consent and the right to move data;
5. You have the right to lodge a complaint with the supervisory body;
6. Providing personal data is voluntary but necessary to consider the offer as part of the recruitment process.

You can withdraw your consent at any time by sending an e-mail to [gdpr@crs.org.pl](mailto:gdpr@crs.org.pl)

We reserve the right to contact only selected persons.