

a non-profit developer of social simulations and serious games  
in the area of sustainability is looking for:

## ORGANIZATION ASSISTANT WITH FLUENT ENGLISH

LOCATION: WROCŁAW - POLAND

### THE ROLE

You will be expected to support our team in different capacities: office supplies, maintaining CRS communication materials, managing subscriptions for the online software in use, and dealing with software and hardware requests in tandem with IT support.

### WHY SHOULD YOU WORK WITH US?

For almost 20 years, we have been creating tools supporting communication, collaboration, and learning for system change and sustainability. We develop experiential and interactive tools such as social simulations and serious games to help raise awareness of global challenges and co-create inclusive solutions. They are engaging, and fun, and have been played by many organizations around the world such as the World Bank, the European Commission, OECD, and UNDP.

As a non-governmental organization, we pursue meaningful work for people and the planet.

Join our professional, interdisciplinary, and international team of 20 change makers. Get involved in international projects for the public good at the intersection of business, science, society, and the environment.

### WE OFFER

- Half or full-time employment contract (20/40 hours per week)
- Salary based on track record and qualifications (5000-7500 PLN net for full-time)
- Possibility to have a partially remote work setting
- Life insurance
- Private medical care

### KEY RESPONSIBILITIES

- Support in keeping internal documents (Google Workspace) in order
- Maintenance of communication materials
- Managing subscriptions, access, users, admin accounts & passwords for software in use
- Organizing office supplies, catering, managing repairs, and emergencies
- Coordinating with experts on legal matters (intellectual property, GDPR, labour law)
- Administration support- managing grant portals, timesheets, and travel arrangements
- Coordinating between team members and IT technical support
- Supporting project coordination and implementation

### KEY REQUIREMENTS

- **Fluent command of English (C2) in speech and writing (to be verified during the job interview)**
- Polish language C2
- Basic computer skills, related to administrative tasks, licensing and user accounts management, and ability to report software and hardware issues to IT support
- Fluent use of Microsoft Excel and Google Spreadsheets
- Quick and effective research, analysis, and information processing (also in areas beyond current experience)
- Conscientiousness, independence, responsibility - these are not just fancy words, we really value these traits

### NICE TO HAVE

- Another foreign language, e.g. German, French, or Spanish
- Interest in the area of sustainability
- Ability to quickly adapt and move between different types of tasks
- Experience or insights into legal aspects linked to the functioning of an association or previous work in an NGO
- Experience in preparing financial reports of EU-funded projects (e.g., Horizon Europe, LIFE+, EOG, Erasmus+)

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CRS is willing to hire the selected candidate as soon as possible.

CRS encourages individuals of all learning styles, and ethnic, racial, and socioeconomic backgrounds to apply for this position. CRS is an equal opportunity employer and considers all applications without regard to personal background, race, skin color, religion, sex, gender, gender identity or expression, sexual orientation, national origin, ancestry, age, citizenship status, disabilities, or medical conditions. CRS possesses a [Gender Equity Plan](#).

Research has shown that women and immigrants are less likely to apply for roles unless they believe they meet all of the qualifications. We encourage you to apply as we are committed to maximizing the diversity of our organization. We want to engage equally all those who can contribute to our activities.

### How to apply?

If you possess the qualifications described above and would like to apply for the position, please send your application (**CV and cover letter**) in English to [jakub.damurski@systemssolutions.org](mailto:jakub.damurski@systemssolutions.org) (entitling the email "**Organization Assistant with fluent English**"). Please, mind that we reserve the right to reply only to the selected candidates. Applications without a cover letter **will not be considered**.

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 Organizational Assistant with fluent English 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).*

Please do not include data regarding the PESEL number, number and series of the identity card or other document in the CV/cover letter.

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### INFORMATION CLAUSE FOR A JOB CANDIDATE

Based on Article 13(1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, hereinafter referred to as the GDPR, we inform you that:

**1. The Administrator** of your personal data is Stowarzyszenie Centrum Rozwiązań Systemowych based in Wrocław, Poland, ul. Jaracza 80b/10, registered in Rejestr Stowarzyszeń Krajowego Rejestru Sądowego under number KRS: 0000233060, NIP: 898 206 51 22, REGON: 02007278000000 phone number: +48 71 718 85 36, e-mail: [office@crs.org.pl](mailto:office@crs.org.pl)

**2. Purposes of processing personal data and the lawful basis for their processing** – your personal data are processed:

- a) based on the candidate's consent to use their personal data to maintain communication regarding recruitment matters. Additionally, the data Administrator may retain the candidate's data for future recruitment processes, provided the candidate has explicitly agreed to this - Article 6(1)(a) of the GDPR.
- b) based on applicable labor law regulations in connection with the recruitment process and necessary actions before concluding an employment contract - the legitimate purpose of processing the candidate's data is to collect the candidate's personal data in the recruitment process - Article 6(1)(b) and (c).

**3. Data retention period** – your personal data will be stored until the completion of the recruitment process, and - if consent to processing your data for future recruitment processes is obtained - the data will be stored for up to 24 months. from the end of the recruitment process or until you withdraw your consent.

**4. Right of access to your data** – you have the right to access the content of your personal data, the right to rectify and erase them, the right to restrict data processing, and the right to data portability.

**5. Withdrawal of consent** – you have the right to withdraw your consent for processing your personal data. This withdrawal does not affect the lawfulness of any processing that occurred based on consent before its withdrawal.

**6. Right to lodge a complaint with a supervisory authority** – you have the right to lodge a complaint with the President of the Office for Personal Data Protection, based in Warsaw, ul. Stawki 2, if you believe that the processing of your personal data violates the provisions of the GDPR.

**7. Consequences of not providing personal data** – providing your personal data is a statutory requirement, if you do not provide them, you will not be able to take part in the recruitment process. Providing personal data for future recruitment processes is entirely voluntary and depends solely on your consent.

**8. Data recipients** – the recipients of your personal data include:

- a) public entities, whom the Administrator, as an employer, is obliged or authorized to provide the data,
- b) entities processing personal data on behalf of the Administrator, e.g., IT, legal, and accounting services.

**9. Transfer of data to a third country or international organization** – Your data may be transferred to the USA in connection with the Data Administrator's use of tools offered by Google LLC, based in the USA. By decision of the European Commission, the USA provides an adequate level of protection for personal data in accordance with European standards.

**10. Automated decision-making, profiling** – your personal data will not be used as a basis for automated decision-making and will not be subject to profiling.