

**Office and Project Manager (f/m/d)  
Fulltime, in Paris**

**St Joseph du Dakota** was founded in 2007 and is an NGO under the French law of 1901, based in Paris. Our association is supporting St. Joseph's Indian School, which is dedicated to Native American children, and located in Chamberlain, South Dakota. The school is financed by donations since its foundation in 1927. St. Joseph's Indian School's mission is to provide basic care for Lakota children and the spiritual, emotional and educational development of each child, while preserving their culture and traditions.

Within the framework of a maternity and parental leave replacement we are looking for an

**Office and Project Manager (f/m/d)  
Fulltime, in Paris**

for the duration of 11 months (Sept. 2019 – Oct. 2020).

Your duties:

- Managing the office with all administrative issues
- Organizing / preparing yearly Board Member and General Meetings (incl. meeting minutes)
- Preparation and supervision of the tax receipt process
- Close cooperation with all suppliers (Direct Marketing Agency / Database Agency / Lawyers)
- Coordination and close cooperation with the Accounting Company concerning the closing of the accounts
- Contact with donors
- Organizing / Attending events

Your profile:

- Minimum 5 years professional experience as an Office Manager in an NGO
- French native speaker
- Very good written and oral English skills
- Excellent MS Office skills
- Quick comprehension

**WE OFFER**

A varied and self-responsible task in an organization, a good working atmosphere and the opportunity to help shape our organization.

Restaurant vouchers with a total value of monthly 80 € (50% St Joseph du Dakota contribution), 50% coverage of the Ile-de-France transport subscription.

Interested?

Then we look forward to receiving your application to  
St Joseph du Dakota, 26-28 Rue de Londres, 75009 Paris

E-mail: [morgann.guyomarch@stjosephdudakota.fr](mailto:morgann.guyomarch@stjosephdudakota.fr)

under the subject: Office and Project Manager