**Job Title**: Contractor – SOAC Part-time Secretariat

**Reporting to**: GNSO Secretariat: Glen De Saint Gery /

Senior Policy Director: Robert Hoggarth

**Job Description**: Support ICANN’s *Commercial Stakeholder Group* (Business Constituency, Intellectual Property Constituency, Internet Service Providers Constituency) and ICANN’s *Non Commercial Stakeholder Group* (Non Commercial Users Constituency, Not For Profit Operational Concerns Constituency) by administering in-kind secretariat support tasks (One vendor per Stakeholder Group) on a pilot basis for an initial 6 month contract with potential renewal.

The work will entail 12 hours per week per group (3 groups per vendor) for a total of maximum 36 hours per week supporting the community, and extra hours as required liaising with ICANN Staff/Manager.

**Key Responsibilities:**

* Developing and maintaining community membership database
* Co-ordination of telephone meetings
* Organizing teleconferences with service providers and ensuring smooth operation of calls.
* Managing post-call and post-meeting activities including: posting of minutes, agendas, transcripts and recordings of meetings/calls.
* Drafting minutes/reports for conference calls/meetings.
* Supporting Executive Committee of relevant constituencies on administrative tasks as required.
* Creating and maintaining community Wiki pages.
* Management and maintenance of community e-mail lists.
* Running elections.
* Responses to direct miscellaneous community member/prospective member enquiries and onboarding of new members.
* Management of membership applications & coordination with relevant committee within each Constituency.
* Drafting minutes/reports for conference calls/meetings.
* Assisting community members in planning and execution of meetings during ICANN international meetings.
* Coordination with GNSO Secretariat and liaison between ICANN Staff and Constituency participants in ICANN groups.
* Newsletter and publication support.

**Required Skills:**

* Access to own computer/phone/internet connection essential.
* Ability to work independently – multitasking capabilities essential.
* Proficient in English (written & oral) essential.
* Proficiency in other languages preferred but not essential.
* Proficiency in Microsoft Office & Outlook essential.
* Advanced technical skills with the ability to learn/adjust to other systems when required
* Effective time management and resources management required.
* Excellent communications skills essential.
* Administrative background essential.
* Work experience in international context preferred but not essential.
* Excellent customer relations skills essential.
* Sound judgment and sensitivity to confidential documents and issues

There is no typical ICANN employee. Our staff has a wide range of backgrounds and working styles, with many working remotely, and we have offices in Europe and the United States and Asia.

ICANN is a unique global organization. It is based on a multi-stakeholder concept that brings interested voices around the world into the bottom-up policy-making process for the Internet’s domain name system. You can find more about us at [http://www.icann.org](http://www.icann.org/).

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