



ISU
International Perennial Society

We are
Hiring!

Management for the ISU (International Perennial Society)

The ISU is looking for a part-time Managing Director (approx. 100-140 hours/year) to start as soon as possible. Working closely with the ISU Secretary, the Managing Director will manage membership, coordinate events, and support the ongoing development of the ISU and its committees.

Qualification & Skills:

- Connection to horticulture
- Experience in organizing or working with professional associations
- Strong English language skills
- An open, engaging personality with excellent interpersonal skills
- Proficiency with current office software
- Experience with social media & digital media
 - Willingness to travel for work

What we offer:

- A dynamic, friendly & international team on the board
 - Friendly, interesting international members
 - Interesting events throughout Europe
 - Flexible working hours

Tasks:

- Members support & communication
- Preparation, organization, & documentation of general meetings and board meetings
- Collaborate with a graphic designer on all member information, in both digital and printed formats
 - Oversee all social media channels (IG & FB)
- Develop creative ideas to enhance the experience for ISU members
- Work closely with the board to continuously improve the organization, the association, and its events
 - Oversee accounting, bank transactions, and cash flow management for the ISU

send us your CV and motivation letter: isuperennials@gmail.com