

Call for Applications

About Us: The International Sociological Association (ISA), founded in 1949 under the auspices of UNESCO, is a non-profit association for scientific purposes. Its function is to represent sociologists everywhere, regardless of their school of thought, scientific approaches, or ideological opinion. The ISA is a member of the International Science Council, associated as an NGO with the United Nations (UN) Department of Global Communications, and has NGO consultative status with the UN Economic and Social Council (ECOSOC). The main goal of the ISA is to advance sociological knowledge worldwide.

Job Title: Executive Support Officer

Position Overview: The ISA is seeking a dedicated and highly organized **Executive Support Officer** to join the Executive Office. This is not a traditional support role—it is a vital position at the heart of a small, dynamic international team. The successful candidate will work closely with the Executive Secretary to ensure smooth organizational coordination, proactive communication, and the timely execution of key initiatives. This is a long-term opportunity for someone who is deeply motivated to contribute to a globally respected organization with a social mission. We are looking for a professional with excellent communication skills, discretion, adaptability, and a strong interest in international academic cooperation and knowledge exchange.

Key Responsibilities

- Providing strategic and logistical support to the Executive Secretary.
- Providing administrative support in areas related to human resources, expense reports, and accounting.
- Drafting and editing high-level correspondence, reports, minutes, and official documents.
- Liaising with ISA's officers, members, and stakeholders to facilitate efficient internal and external communications.
- Supporting the organization of internal and external meetings, missions, and events.
- Coordinating Executive Committee deadlines, ensuring
- Assisting with priority projects of the Executive Committee, ensuring timely execution, smooth workflows, and follow-up.
- Contributing to improving and streamlining internal procedures and workflows.
- Managing confidential and sensitive information with discretion.

Skills and Experience

- A bachelor's degree in any relevant field is required.
- Proven experience in executive support, project management, or organizational coordination.
- Excellent interpersonal and communication skills, both written and verbal, in English and Spanish.
- Excellent organizational, time-management, and multitasking abilities.

- High level of initiative, reliability, and attention to detail.
- Ability to work independently, alone, and collaboratively in a team environment.
- Proficiency in digital tools (Google Workspace, Microsoft Office Suite, Zoom, task management platforms, etc.)
- Knowledge of academic/scientific or voluntary-based non-profit organizations is a plus.
- Previous experience with international/intercultural working environments is a plus.

Diversity Statement: We are committed to diversity, equity, and inclusion. We welcome applications from candidates of all backgrounds and non-traditional career paths, including but not limited to gender, race, ethnicity, disability, neurodivergence, and age (40+). Diverse perspectives enrich our team and strengthen our mission.

Work Conditions & Benefits

- Location: Barcelona. Partial remote work is possible (up to 50%).
- Work-life balance: Flexible schedule during non-event periods.
- Competitive salary based on experience.
- Paid time off and holidays according to Spanish law.
- Contract duration: permanent position after a 6-month probation period. The ISA encourages long-term working relationships.
- A collaborative and supportive work environment with a dedicated team of professionals.

Application Procedure

Interested candidates should submit one PDF file to isa@isa-sociology.org, including the following:

- Up to 2-page cover letter outlining their motivations, qualifications, and relevant experience.
- A short CV (up to 2 pages).

Please include “Executive Support Officer” in the subject line.

Applications will be reviewed on a rolling basis until the position is filled.