

February 11, 2018

COTEC
Council of Occupational Therapists
for the European Countries



EXCITING OPPORTUNITY TO CONTRIBUTE TO THE DEVELOPMENT OF OCCUPATIONAL THERAPY ACROSS EUROPE

Council of Occupational Therapists for the European Countries, COTEC, was established in 1986 with the purpose of co-ordinating the views of the National Associations of Occupational Therapy in Europe. The aim of COTEC is to enable National Associations of Occupational Therapists to work together to develop, harmonise and improve standards of professional practice through a robust educational system, as well as advance the theory of Occupational Therapy throughout Europe to best address the social and health issues affecting the citizens of Europe.

COTEC is the European organization for all Occupational Therapists through their National Associations, with the purpose of ensuring an adequate number of high quality occupational therapy practitioners and services in Europe.

COTEC is a non-profit organisation, funded by annual membership subscription and represents 30 European Occupational Therapy Associations and more than 150,000 Occupational Therapists.

The organisation is at an exciting and dynamic stage of development with a clear strategic vision to be recognised, visible, valued, available and accessible for all citizens in Europe, annual action plans and good links into European institutions

The Executive Committee of COTEC consists of 6 dedicated volunteers drawn from across Europe. To support the work of the Executive Committee, we are now looking for a self employed, part time (approx. 8 hours a week) home based **Office Administrator** initially for a 6 month period. This is a new position so needs someone who is experienced and enthusiastic to shape and fulfil this role.

Please contact COTEC Vice President Administration Anu Söderström for further information, the job description or an informal chat.

You can send your application letter to anu.soderstrom@coteceurope.eu with your CV

Closing date for applications is March 31, 2018

Skype interview dates for selected applicants are scheduled for weeks 15-16 /2018

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