

 **LIGHT FOR THE WORLD** strives for a world in which persons with disabilities in developing countries have a decent life, equally participate in society and have access to their rights.

We focus on persons with disabilities living in poverty, who are amongst the most excluded and underprivileged groups in society. Putting them at the center of our development efforts will advance the removal of barriers for other excluded groups as well and bring about change towards an inclusive society.

To strengthen our highly committed and passionate team in our accessible office in Vienna we are looking for a

**Assistant International Alliances (30h)**

**Your areas of responsibility:**

You are the person responsible for incoming correspondence and questions from new as well as existing foundation partners, international companies, wealthy persons, VIPs and opinion leaders from Germany, Switzerland, the UK and the USA. You are responsible for the back office of the team and for supporting the coordination of all activities of the team and across divisions. Your responsibilities will also include the planning and organizing of business trips, making appointments and updating the team’s database. Above this you support the team in the monitoring and the implementation of elaborated marketing activities such as mailings and phone calls for the initiation and the development of partnerships and establishment of a network with the target groups. You realize all these activities with the focus on building and strengthening relationships with key individuals and important multipliers of LIGHT FOR THE WORLD.

**Your profile:**

You have practical experience in back office management. You ensure that the back office supporting the team is organized in a professional way. As a self-organizing, pro-active and independently thinking and working person you know how to support the team as well as the target groups. You are service oriented and are able to focus on the needs of the target groups. As a team-player you have the ability to link people from different departments to concentrate their resources towards these objectives. Your language skills in English are excellent and you are able to communicate in both German and French. Furthermore you enjoy sharing relevant information within the team.. Previous experience in the field of development cooperation would be an advantage.

**What we can offer as an employer:**

We are a professional team that strives towards continuous development. All employees carry responsibility for their fields of action and for reaching the defined targets. We believe in participative leadership and expect you to contribute your expertise and ideas. We believe that learning from mistakes is an important way of developing. Our actions are right at the center of our motivation. For this position a gross annual salary of about € 24.750,- for 30 hours per week is provided.

We are looking forward to receiving your application **by July 19th 2015 at the latest.** Please use our online form found at <http://www.lichtfuerdiewelt.at/content/Stellenangebote>. A complete CV and an indication of your salary requirements are important parts of your application. Please also let us know why you would like to join our team and why you consider yourself a suitable candidate.

LIGHT FOR THE WORLD

1120 Vienna, Niederhofstraße 26

Stephan Spatt – Human Resources

**We welcome applications from persons with disabilities.**