

POSITION: Executive Assistant to ICDO President & CEO and Organizational Associate

LOCATION: Vienna, Austria - ICDO Headquarters

JOB: Full time (40hrs per week)

START DATE: Immediately

CRITERIA: Candidates must have the right to work in Austria at the time of appointment and for the entire duration of the assignment (non-EU citizens must attach the respective working permit to the application)

REPORTS TO: President & CEO

DEADLINE FOR APPLICATIONS: **1st of September 2022**

Please send your applications via info@icdo.at

We are looking for an experienced, organized and multitasking professional who wants to engage in an international working environment to support the President & CEO in her daily tasks and activities, as well as to assist in planning and implementation of projects worldwide. The ideal candidate is a well-rounded individual with expertise in supporting and assisting high-level, high profile decision makers in all matters related to their daily business activities. They will have impeccable manners, excellent communications skills, enjoy organizing schedules, deadlines and tasks. They will also have some experience in project management and feel comfortable implementing smaller projects on their own. Excellent English language skills are required, knowledge of German and Spanish is a plus.

ORGANIZATION SUMMARY

The International Cultural Diversity Organization (ICDO) is an NGO based and registered in Vienna, Austria. ICDO has projects in more than 12 countries worldwide and branch office in Zagreb, Croatia. ICDO's mission and goal is the promotion of cultural diversity, inclusivity, interculturalism, human rights, as well as raising awareness of different cultural expressions and their values with the aim of fostering cultural interaction in order to bring people together and bridge cultural gaps. In addition, ICDO acts, promotes and conserves biodiversity, environment, and sustainability for the wellbeing of humanity.

ROLE SUMMARY

This role entails close cooperation with the President & CEO to ensure full executive assistance for her

daily work. The ICDO President & CEO daily work includes meetings, representations, speeches, and maintains correspondence with other high-level individuals from the public and private sectors in which the individual will have to assist with. In addition, part of the time will be spent assisting in managing and organizing media, individual projects and events for the ICDO.

DUTIES & RESPONSABILITIES

ICDO seeks an experienced, balanced, and discreet Executive Assistant and Organizational Associate to assist the President & CEO in her daily business dealings and run a small number of projects for the ICDO. Under the supervision of the President & CEO, and members of Executive Committee as well in close collaboration with ICDO team members and communications staff as well as program-related consultants and the donors, Executive Assistant will be responsible for the smooth running of the President & CEO's private and professional agendas and individual small-scale projects.

The Executive Assistant and Organizational Associate will be required to undertake the following duties:

- Provide organizational and administrative assistance in matters relating to the work of the President & CEO, including but not limited to incoming and outgoing correspondence, phone calls, emails and other communications, keeping appropriate correspondence logs, drawing the President & CEO's attention as required and preparing/drafting responses for the President & CEO's review and/or signature;
- Establish and maintain files/archives for communications/documents;
- Act as focal point for organizational matters incl. logistics/arrangements for visits by the President & CEO; organize travel logistics and prepare background information for visits;
- Arrange/organize for meetings/events, held at the office or externally, as required, and provide support for the implementation of such activities;
- Liaise with International Organizations, Embassies, universities, journalists, media, etc.;
- Draft speeches, lectures, articles, Press releases and other documents including letters; prepare presentations, back-ground information, briefings, tables, charts, and activity reports as required by the President & CEO;
- Assist in media and communications work of the ICDO related to the engagements of the President & CEO;
- Assist and take initiative in creating press releases, overall content creation for social media, video and photo editing, PR, etc.;
- Possibility of international travel for projects and meetings in order to assist President and CEO;
- Assisting in organizing and coordinating small projects and programs of the ICDO in matters of concept development, grant writing and reporting, partner liaison, budget monitoring, logistical organization under the supervision of the President & CEO;
- Build and maintain partnerships with various stakeholders in governments, diplomatic missions, international organizations, private sector, academia, non-governmental organizations and civil society actors;
- Provide – upon request - overall administrative and logistical support to the ICDO and its Board members;
- Any other duties as may be assigned by the President & CEO;

REQUIRED EDUCATION, KNOWLEDGE, SKILLS AND COMPETENCES

- Minimum 2 - 5 years of experience in related fields such as executive assistance, office management, secretarial work, project management, administrative support (previous work in international organizations is an advantage);
- Bachelor's degree is an asset, preferably in international relations, political science, media, communications, business administration, languages;
- Excellent English language skills; fluency in German and Spanish as well as other languages will be considered an advantage;
- Excellent (written and oral) communication skills, including speech writing, high-level correspondence in English. Knowledge of German and Spanish will be considered as an asset;
- Highly professional and discreet demeanor, high level of flexibility and reliability;
- Proven knowledge in photo and video editing programs, media and design;
- Experience with project management (including reporting and financial management) is an asset;
- Experience in organizing events (in-person/virtual), mission travels and high-level meetings, high-level communications;
- Experience working in multi-stakeholder, international, and high-level environments;
- Ability to work independently in a small team with a limited amount of supervision;
- Ability to work flexibly on demand and adjust to unforeseen circumstances;
- Ability to work people from various cultures;
- Knowledge of Microsoft Office;
- Knowledge of Adobe programs (Photoshop, InDesign, Premiere Pro, etc.) will be considered an advantage;
- Culturally sensitive;

WHAT WE OFFER

The position is full-time (40hrs per week) and will take place at the ICDO offices located in Vienna, Austria. We offer:

- a competitive monthly salary;
- opportunity to work in an international team;
- opportunity to travel and work on various projects worldwide;
- opportunity for career advancement;

All employees are personally responsible for obtaining any required visa for Austria and for complying with local laws including residency registration (valid residence permit). Individuals will need to provide proof of their nationality, residency and working rights as well as their degrees upon request. ICDO is an equal opportunity employer. All employment decisions are made without regard for age, gender, race, religion, marital status, physical or mental disability, or sexual orientation.

APPLICATION

- The candidate's application in English should include a curriculum vitae with contact details of one or two references who are familiar with his/her qualifications.
- The curriculum vitae should be accompanied by a concise motivation letter in English, outlining the applicant's interest in the position, relevant experience (academic and non academic), and how he/she/they would be an asset to the ICDO's team. Your application is treated strictly confidentially and in accordance with the General Data Protection Regulation (GDPR).