EANM Governance Services Manager

Organisation: EANM - European Association of Nuclear Medicine
Job function: Governance Services Manager
Location: 1060 Vienna, Austria
Type: Full-time (38.5 hours per week)
Salary: min. 2235,10 EUR gross per month (full-time), with the possibility of overpayment, depending on skills and experiences.
Starting date: as soon as possible

We, the European Association of Nuclear Medicine, are looking for a highly reliable, well-organised and experienced team member to join the Governance Management, supporting our volunteers’ activities.

Your profile:
You love to work in a dynamic, scientific international field, you are service- and team-oriented, can deal with a multitude of different partners even under time pressure, have a strong hands-on mentality and great time management skills. Ideally you are already experienced in project management in non-profit organisations with 2-5 years of work experience in a similar position.

Your primary duties and responsibilities:
- Management of newly established volunteers’ units
- Ensure progress and organise reporting of the various activities
- Organise meetings and conference calls, including preparation of agendas and presentations
- Take minutes and follow up on action points (own and of others)
- Coordinate a variety of special projects including online and onsite meetings in Vienna
- Design and conduct online surveys
- Provide content for newsletters and social media
- Update the website, internal databases and archives
- Support the Head of Governance Services and other Team Members as needed

Your skills:
- Excellent written and verbal communication in English
- Strong organisational skills, ability to multi-task and attentive to detail
- Experienced in project management
- Able to work in a multicultural environment
- Stress tolerance and flexibility in shifting priorities
- High-energy self-starter who can operate with minimal supervision but also knows when to ask for counsel
- At ease with MS Office, WordPress and eager to develop new skills
- Proficiency in any additional language is an asset

What we offer:
- Flexible weekly home-office time allowance
- You will work in a positive atmosphere with an enthusiastic, multicultural and inclusive team
- Multi-faceted duties
- Vienna Public Transport Ticket
- MyClubs membership
- Gross salary will be paid according to the applicable bargaining agreement ("Werbung und Marktkommunikation"), min. 2235,10 EUR gross per month (full-time), with the possibility of overpayment, depending on skills and experience

Please send your application (including motivation letter & CV) via e-mail to Ms Jutta Peter via j.peter@eanm.org. Any questions are welcome.