



The EU-Umweltbüro in Vienna  
Has a part-time vacancy (25hrs) for an  
Executive Assistant to the Head of Department

The EU-Umweltbüro was founded in 1994 as a service-, information- and coordination-office for European Union environmental law and policy. Situated within the umbrella organisation Umweltdachverband as one of its departments, its aim is to facilitate the work of all Austrian environmental organisations at the European Union level as well as to inform the interested public. The EU-Umweltbüro works on a vast array of environmental issues, offering a variety of services like workshops, policy briefings and publications. It also represents Austrian NGOs in the European Environmental Bureau in Brussels. It is funded by the Federal Ministry of Agriculture, Forestry, Environment and Water Management.

**The work of the Executive Assistant consists of:**

- Assistance in the management of projects run by the EU-Umweltbüro, including preparation, contacts with organizations and reporting
- Responsibility for the content of the quarterly magazine EUropaInfo and the weekly electronic newsletter
- Direct support to the Finance and Administrative Manager with regards to budgetary matters
- Secretarial and organizational tasks for the head of department including correspondence and archiving
- Occasional reception tasks and office support

**The following qualities and experience are required/an asset:**

- Excellent written and spoken English and German
- Computer literacy
- Ability to work independently and pro-actively
- Flexibility (we expect and offer flexibility regarding work schedules)
- Prepared and able to work in a dynamic, sometimes hectic, working environment
- Experience in a previous job is an asset

**The EU-Umweltbüro offers:**

- A yearly gross salary of € 19.460
- A one year contract, which will be evaluated after 10 months, leading to possible extension or a change in profile
- A pleasant working atmosphere
- And a worthwhile cause to work for

**Place: EU-Umweltbüro Office in Vienna Austria,**

Alser Strasse 21, A-1080  
Phone: +43 (01) 401 13 - 22

**Starting Date: 1<sup>st</sup> October 2010**

Deadline for application: **17 September** [Interviews will be held in third week of September]  
Please send your application (covering letter and CV) to: Katharina Kammerzelt, Secretary  
office@eu-umweltbuero.at