



Médecins Sans Frontières (MSF) provides independent emergency medical aid in crises. We work impartially and are committed to the principles of humanitarian aid. In more than 80 countries, Médecins Sans Frontières provides medical humanitarian assistance to save lives and ease the suffering of people in crisis situations. Médecins Sans Frontières treats more than ten million patients per year. MSF received the Nobel Peace Prize in 1999.

The Association of MSF Austria is looking for an

Association Officer (f/m/x)

20 hours/week | starting as soon as possible | unlimited contract | based in Vienna

The Association Officer / PSN Coordinator is responsible for developing and implementing innovative strategies to foster active engagement within the Ärzte ohne Grenzen / MSF-Austria (MSF-AT) Association to cultivate a strong, well-informed, and participatory Association. The Association Officer / PSN Coordinator serves as a critical link between Association members/expats, the MSF-AT office, the Board, the associations of other MSF sections, and importantly, provides a direct connection between the Association and elected board members. The Association Officer / PSN Coordinator also coordinates the Peer Support Network, an independent group of former MSF expats which provides confidential support to current MSF field staff.

Your responsibilities

- Support of the Association
 - Organize different Board and Association events in close collaboration with the Board Assistant
 - Ensure engagement of the Association by awareness raising activities and encouraging Association members to actively participate in offered events
 - Administer the Association including the maintenance of the member database, following up of membership payments and providing related reports
 - Participate in and contribute to international associative meetings/discussions
 - Ensure information flow to Board and International Movement, Function as the MSF-AT focal point for the International Associative Coordinator

- Coordinate Peer Support Network
 - Organize the bi-annual Peer Meetings/Trainings of the PSN, an independent group of former MSF expat volunteers providing confidential support (including mental health) to expats before and after missions
 - Recruit and support Peers as well as monitor the development and activities of the network
 - Collect and analyse PSN statistics

Your qualifications

- Commitment to MSF and humanitarian principles
- Professional experience in a position with administrative and/or organizational focus (e.g. team assistant)
- Excellent networking and communication skills in English (good German skills are an asset)
- Strong IT skills (e.g. MS office applications, databases)
- High level of self-initiative and creativity
- Excellent organizational skills along with the ability to multi-task and work both independently and within a team
- Flexibility to work on evenings and/or Saturdays during Board events and to travel a few times per year
- MSF field experience is an asset

Our offer

- A challenging part-time position within an international humanitarian aid organization located close to Vienna's city center
- Exciting exchange and collaboration with different stakeholders within MSF Austria and MSF international as well as insight into the international work of MSF
- An open-ended employment contract and flexible working hours
- Annual ticket for public transport in Vienna
- Annual minimum gross salary for 20 hours /week of € 18.250, - with the possibility of higher payment depending on skills and experiences up to an annual maximum of € 21.420, -.

Interested?

Please send your application (including motivation letter & CV) until September 12th 2021 via email to Jobs.office@aerzte-ohne-grenzen.at. Any questions related to this post are welcome at the same email. Applications will be handled confidentially.

www.aerzte-ohne-grenzen.at