

# Become our Office Volunteer at YFU Austria

## **YFU Austria is looking for a Full-time Office Volunteer**

YFU Austria is offering an opportunity to help out at our office in Vienna. Do you have a passion for meeting new people, learning new things, organizing Data and networking with volunteers?

### **Duration:**

**Beginning of August 2020 for one year (35 hours a week)**

### **General Requirements and Qualifications**

- General Knowledge of, and passion for YFU and intercultural exchange
- Functional Skills in Social Media, Communication and Marketing. Also helpful would be good research, data organizational and computer skills
- You may be required to work on weekends if necessary (YFU event or an international training for volunteers).
- We would like to have someone who works independently and efficiently. Someone who is able to work in a team as well as be self organized.
- Key qualities should be willingness to learn, lots of enthusiasm and motivation.

### **Tasks**

- 1) The main task is primarily administrative work which includes: maintaining contact with students and volunteers; registration of students & host families; capturing student files (inbound, outbound). You will be assisting our office team in particular daily routines, management of office inventory and purchases, assisting in student and parent support throughout the program cycle. Individual projects depending on personal skills and interests.
- 2) The second key task is the operational support for Social Media, Communication and Marketing portfolio.

### **Language requirements**

- Very good German skills (written and oral) compulsory.
- Very helpful is English (fluently).

### **Lodging**

YFU Austria will arrange living accommodation, either a rented apartment room or accommodation with a host family. Work related expenses will be covered by YFU Austria. In case you need to travel to the office you will receive a monthly card for transportation within Vienna.

### **Reimbursement**

150 € per month

### **Expenses**

- All work-related expenses (including daily transportation from the host family to the office) will be covered by YFU Austria.
- Travel costs to Austria and back are your responsibility, also your own

compulsory health and accidental insurance. You need a valid visa (required for non-EU/Schengen countries). YFU provides required documents.

This is a possibility to combine work training with work experience (35h/ week). We enjoy having office volunteers at our office and you will be seen as equal member of our staff. You can expect a stimulating work experience. The whole team is looking forward to having you in our team! You can find us on [www.yfu.at](http://www.yfu.at)

### **Contact and Application**

Please send an e-mail with your application in German to the National Director:

[Miriam.Bammer@yfu.at](mailto:Miriam.Bammer@yfu.at) , **no later than April 15th 2020.**

- Letter of motivation
- CV
- references (if there are)
- For potential host families please also include a short letter to the host family and nice pictures.

YFU AUSTRIA, Tulpengasse 5/1, 1080 Wien/Vienna  
January 2020