



We provide emergency medical aid where no one else will and give a voice to those unheard. Our emergency workers go where the needs are the greatest and save lives that would otherwise be lost. Through our courageous, unwavering, and independent commitment, we overcome obstacles. Through our innovation, we are reshaping emergency medical care. Together with our supporters, we make help possible where it is needed most.

Do you want to help us achieve these goals?

Médecins Sans Frontières (MSF) Austria is looking for an

Association Coordinator (f/m/x)

Starting as soon as possible | 32 hours incl. paid lunch break | unlimited | based in Vienna

As Association Coordinator you play a vital role in shaping and strengthening the MSF Austrian Association, the highest governance body within MSF-Austria. The purpose of this role is to foster active engagement, cultivate a well-informed and participatory association, and implement strategies that have a sustainable effect on the Association. You serve as a critical link between Association members, the MSF-Austria office, the Board, the Association of other MSF sections and provide a direct connection between the Association and the Board of Directors. Additionally, you oversee the MSF-Austria Peer Support Network (PSN), an independent group of former MSF Internationally Mobile Staff (IMS), dedicated to providing confidential support to active MSF-Austria IMS.

What we OFFER you

- An essential role within one of the largest and most recognized non-governmental organizations
- Home office and modern office with flex-desks in the heart of Vienna (2nd district)
- A secure job with a permanent contract
- Work-life balance through flexible working hours and paid lunch break
- A buddy system at the start to help you feel right at home
- A trustful working environment in a friendly and highly professional team
- The annual ticket for the Wiener Linien or a contribution of € 365,- to the Austrian climate ticket
- A minimum annual salary of € 38.930,- gross p.a. for 32 hours/week with the option of overpayment up to a maximum of € 46.000,- gross p.a. if you bring relevant position-related qualifications and professional experience that go beyond the requirements profile. You will also receive monthly child allowance for dependent children.

What you BRING along

- You bring a minimum of 2-3 years of relevant experience in a comparable position with project and/or team management, association coordination, organizational governance, strategic planning responsibilities
- You are a natural leader, talented communicator, with a confident demeanor and strong interpersonal skills
- You adapt easily to your audience and have a talent for effective networking
- You are able to frame and moderate high-level discussions
- You have excellent organizational skills with the ability to multi-task. In addition to that you have a high level of self-initiative and creativity
- You are a team player but can also work independently
- You have an excellent level of English (spoken and written), German is an asset
- You have strong computer literacy (Office365, databases)
- You are available to work on evenings and/or Saturdays during Board events and to travel a few times per year
- You are highly committed to MSF, its values, and principles
- Experience in a humanitarian MSF project is an advantage

What you can EXPECT

- You serve as the Coordinator of the MSF-Austria Association, designing and leading activities to foster sound governance of the highest governance body in MSF-Austria, a diverse group of over 120 members
- You develop and implement the MSF-AT Association Engagement Strategy
- You Co-Chair the Associative Standing Committee, a Board committee tasked with overseeing the implementation of the Association Engagement Strategy
- You are responsible for leading a team of staff and volunteers in planning and organizing the largest associative event of the year, the annual General Assembly
- You develop and implement the annual plan and budget for the Association, which you present to the board
- You ensure compliance with MSF-Austria and MSF International Statutes
- You promote the development and engagement of the MSF-Austria Association by recruiting eligible members, disseminating information, and organizing events
- You encourage active participation in debates and discussions within the organization
- You attend MSF-Austria Board Meetings, ensuring awareness of governance topics and facilitating information flow on associative issues. You also coordinate Board candidate recruitment
- You function as the team leader of the MSF-Austria Peer Support Network (PSN), a volunteer group of former MSF Internationally Mobile Staff providing psychosocial support to current Internationally Mobile Staff. You are responsible for the revision and implementation of the PSN guidelines, PSN meeting/training organization, agenda setting, recruiting and managing PSN members, and PSN annual planning as well as budgeting
- You manage the Association membership database, and handle member-related tasks

Would you like to support MSF's mission and demonstrate real commitment?

Then we look forward to receiving your application, **including CV and letter of motivation** (max. **1 page** in which you **clearly describe how you meet the requirements**), latest **January 7th, 2024**, via our [application tool](#).

We reserve the right to close the position before the above deadline if we have received a sufficient number and quality of applications.

www.aerzte-ohne-grenzen.at

We are an equal opportunity employer. As an international organization, we support diversity, openness and mutual respect. Incoming applications are solely evaluated regarding their professional qualifications. Applications are considered regardless of ethnic and social origin, religion or belief, gender, sexual orientation, disability, age and all other diversity characteristics, in line with our principles.