



## Zero Project is looking for support!

The Essl Foundation is an Austrian charitable foundation that was established in March 2008 by Martin and Gerda Essl. The Essl Foundation supports social innovations with a focus on persons with disabilities through its initiative the Zero Project, and job creation in Austria.

The Zero Project focuses on the rights of persons with disabilities around the world. It provides a platform where the most innovative and effective solutions to problems that persons with disabilities face, are shared. Together with our continuously growing network of over 3,500 disability experts in over 150 countries, we seek to research the most innovative and effective policies & practices that improve the lives of persons with disabilities, and communicate them with a report, a website, the annual Zero Project Conference and through partnerships.

**Next year the conference will take place from February 21<sup>st</sup> – 23<sup>rd</sup> at the United Nations in Vienna. Therefore, we are looking for a person, who is available part time on a working contract base, who supports our team in preparing this important conference. Our office is located in the First District of Vienna.**

### Approximately working hours:

- 10-15 hours/week from now on until January
- 30 hours/week from January until the end of February
- 10-15 Std/Woche March

Reimbursement: approx.. € 400,--/month

### General Tasks:

- Travel management (flight bookings, visa applications, ...)
- Content Management of website
- Content Management of app
- Content Management of contactbase
- Dealing with awardees (presentations, certificates, ...)
- Usual conference preparation and organization (name tags, lists, preparation of conference materials, ...)

### Qualification and competencies:

- Fluent in English and German
- Experienced user of MS Office (Word, Excel, Power Point), Online tools

More information about the Zero Project: [www.zeroproject.org](http://www.zeroproject.org)

Please send your application to Doris Neuwirth, [d.neuwirth@esslfoundation.org](mailto:d.neuwirth@esslfoundation.org)