



## Zero Project is looking for an Intern!

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 4,000 disability experts in over 180 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.

**We are looking for an intern who is available part time (approximately 25 to 30 hours/week) on a working contract base (depending on weekly working hours between 800 and 1.100 Euro) and stays with us for at least 12 months (starting August 2018). Ideally a student or post-graduate student who is willing to join a highly motivated team with worldwide outreach who is ready to accept the challenges of a dynamic, fast developing project. Our office is located in the First District of Vienna.**

### Key tasks and responsibilities:

- Supporting international research using questionnaires, online tools etc
- Assisting in reviewing, editing and distributing research document
- Managing data and photo archives
- Managing and research contacts in the database
- Updating website (Wordpress), social media (Facebook, Twitter, Instagram, You Tube)
- Zero Project Conference preparation and organization (such as travel management, contact to conference speakers and participants, ...)
- Hosting 3 days Zero Project Conference within the team
- Office Management (such as general correspondence, hosting guests and events, translations, schedule meetings, answering calls and inquiries, ...)

### Qualification and competencies:

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

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