



The **Essl Foundation** is an Austrian non-profit private foundation. Its focus is on project-related scientific work to research innovations that support people with disabilities, as well as supporting them through communication, and international and national conferences.

We are looking for a **Project Manager** 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 center of **Vienna** in the beautiful building of the old stock exchange.

Project Manager (f/m) (Full-time)

Key tasks and responsibilities:

- Researcher and Analyst of the Zero Project (www.zeroproject.org)
- Building and managing global networks/relationships
- Designing or supporting events (for example conference, workshops, focus groups)
- Analysis and research
- Writing and editing

Qualifications and competencies:

- English Language – native or excellent
- Good German skills desirable
- University background
- Analytical and research skills/experience
- Writing and storytelling skills
- Interest in social and/or tech innovations
- Ability to connect and work remotely
- IT-competences: Excel, Website, Database, Social Media, Webinars
- Stress resistant and flexible
- Intrinsic motivation in supporting disadvantaged groups, especially persons with disabilities

For this position an annual gross salary starting from EUR 50.000,-- (based on 38,5hrs/week) is foreseen. The entry date is beginning of **Fall 2020**.

We are an equal opportunity employer and welcome applications from people with disabilities.

If you enjoy working in a small, highly motivated team within an informal, dynamic and fast-paced working culture, then please forward your application in English to n.hermann@esslfoundation.org.