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| --- | --- |
| **Supervisor:** |   |
| **Supervises:** |  |
|  |
| Grade of the position: | LWF salary grid |
|  |
| **Work Time** | Full or part time |
| **Location** | Strasbourg, France |
| **Start** | January 2025 |
| Average travel days per year | Minimum |
|  |
| **Content of the position**  |
| **Purpose** |   |
| **Required****qualifications** | * Proficiency in English and French (German optional)
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| **Additional study and****experience** | * Proven contextual sensitivity and ability to interact in various global cultural contexts
* Demonstrated ability to organize multiple tasks
* Experience in working remotely, organize and lead virtual meetings
 |
| **Core skills** | * Working effectively with others
* Coordination and Organization
* Analytical thinking
* Initiative
* Accountability
* Achieving results
 | Level advancedLevel advancedLevel advanced Level advancedLevel advancedLevel advanced |
| **Required skills** | * Creative mindset
* Writing ability
* Communication
* At ease with digital tools
 | Level advancedLevel advancedLevel advancedLevel advanced |

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| **Position environment and dimensions**  | * **Internal**: Manages the house
* **External**: Works with LWF Communion Office / other?
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| **Main duties** | The work will include among other aspects:1. Organizing conferences and events
2. Manage daily affairs of the Institute (including banking)
3. Interact with participants and students
4. Oversee house and library staff
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| **Special duties**  | As may be assigned by the supervisors |
| **Major challenges** |