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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) | |
| **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 advanced  Level advanced  Level advanced  Level advanced  Level advanced  Level advanced |
| **Required skills** | * Creative mindset * Writing ability * Communication * At ease with digital tools | Level advanced  Level advanced  Level advanced  Level advanced |

|  |  |
| --- | --- |
| **Position environment and dimensions** | * **Internal**: Manages the house * **External**: Works with LWF Communion Office / other? |
| **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 |
| **Special duties** | As may be assigned by the supervisors |
| **Major challenges** | |