



CCI Europe is looking for a

Junior Projects Coordinator

Full time (40 hours)

Starting February 2025

Vienna, Austria

Childhood Cancer International - Europe (CCI-E) is the largest childhood cancer parents, patients, and survivors umbrella organisation in Europe, with currently 64 member organisations in 35 European countries. CCI Europe aims to empower parents, patients, and survivors across Europe and to advocate for their rights to improve medical and psychosocial care for children and adolescents with cancer, implement European Standards of Care, eliminate inequalities, and improve the quality of survivorship. Our organisation is steered by the CCI Europe Committee, consisting of 10 committed patient advocates from across Europe. The daily operations are being managed by the team of the CCI Europe Office, based in Vienna.

What we are looking for:

As Junior Projects Coordinator, you will support with the management of our ongoing projects and activities.

The Junior Projects Coordinator will work closely with the other Projects Coordinators and Managing Director, support the team in creating and implementing events and activities, including webinars and programmes, and project reports.

What's your mission:

- Provide administrative support, incl. scheduling and organizing of meetings, writing minutes and agendas and other support when necessary for projects related tasks
- Support with the organization of events, online and offline, incl. logistic, preparation, and feedback in alignment with respective projects coordinators
- Support the work of CCI Europe pillars
- Support project teams with other EU project and non-EU project related tasks, incl. reporting, deliverables, position papers, as well as independent management & handling of specific tasks within projects

Essential skills and traits:

- Up to 2 years of relevant professional experience in project management
- Excellent Office 365 and Google Suite knowledge
- Excellent communication, organizational, and time management skills
- Openness, proactiveness and independence
- Ability to work in a team and with multiple and international stakeholders
- Excellent English and German proficiency
- Any other European language is a plus

Other qualifications and requirements:

Experience in any of the following fields is a plus:

- Administration and event management
- Non-profit sector
- Health sector

What we offer:

- Working in Vienna, Austria – voted most liveable city in 2023!
- Working with a committed and motivated team for a good cause
- Working with highly dedicated, expert patient advocates in the field of childhood, adolescent and young adult cancer across Europe, and around the globe
- Working in a growing organisation with room to jointly develop and shape work processes
- Flexible working hours and possibility of remote working (in alignment with the team)
- Dynamic and international colleagues
- Participation in high-level profile international meetings & conferences
- Salary starting from: €2.380,- gross per month (full time/40hr) depending on working experience and qualifications.

If you are interested, please send your CV and cover letter in English using this application form: <https://www.surveymonkey.com/r/JPJuniorProjects>. Please note that references and recommendations might be asked for this application. Applications will close on January 19, 2025.

We look forward to your application!

The applicant must have a valid work permit for Austria.

The privacy of your personal information is very important to us. We collect, use, and store your personal information in accordance with the requirements of the applicable data privacy rules, including specifically the General Data Protection Regulation.