

Women without Borders

Personal Assistant position and application guidelines

Thank you for your interest in the position of Personal Assistant to the Executive Director and Founder at Women without Borders (WwB). This document provides background information on the organisation and Edit Schlaffer, details expectations and requirements of the applicant, and outlines the supporting material to be submitted. We welcome applications from individuals with work experience in government, non-governmental organisations, academia, and management consulting. Individuals with administrative experience in related fields are especially encouraged to apply.

About Women without Borders

Women without Borders is a Quasi International Organisation headquartered in Vienna. To date, we have implemented over eighty projects across thirty countries in the areas of Female Leadership, Capacity Building, Gender Based Violence, Intercultural Dialogue, and Preventing Violent Extremism (PVE). Our emphasis rests on translating evidence-based research into needs-based grassroots programming.

-  *empowering the female leaders of today and tomorrow at the individual, community, and global levels*
-  *advocating for a future without fear, suppression, and violence against women*
-  *bringing the voices of impactful local leaders to the attention of the world*
-  *introducing and normalising the idea of mothers as the first line of defence in their homes and communities*
-  *supporting and inspiring women in the process of moving from victimhood towards agency*

About Edit Schlaffer

Dr. Edit Schlaffer is a social scientist and psychoanalyst with a focus on gender-based peacebuilding strategies. She founded WwB in 2001 to promote action-based change in the realm of female empowerment. In response to the growing threat of violent extremism, she launched the Sisters Against Violent Extremism (SAVE) network in 2008, the world's first female counter-extremism platform. Dr. Schlaffer's PVE work gave rise to WwB's 'MotherSchools: Parenting for Peace' Model, which positions women as the first line of defence against extremism in their homes and communities.

Women without Borders Change the World

www.women-without-borders.org | office@women-without-borders.org

 [WwB.org](https://www.facebook.com/WwB.org)  [WwB_SAVE](https://twitter.com/WwB_SAVE)  [WwB_org](https://www.instagram.com/WwB_org)
 [WwByoutube.org](https://www.youtube.com/WwByoutube.org)  [WwBlinkedIn.org](https://www.linkedin.com/WwBlinkedIn.org)

Requirements

Qualified candidates will exhibit strength in the following areas:

- experience managing administrative duties
- writing, research, and oral communication skills
- professional conduct, interpersonal skills, and ability to work productively with individuals from different cultural and educational backgrounds
- coordination with team members and stakeholders to ensure that all targets and deadlines are met
- ability to work in a fast-paced environment, either independently or as a member of a team
- proactivity and attention to detail
- creativity, resourcefulness, flexibility, and sound judgment under pressure
- a strong moral compass, excellent work ethic, and trustworthiness
- proficiency in Microsoft Office, including PowerPoint and Excel
- strong presentation skills
- preferably advanced knowledge/expertise in one or more of the following fields: politics & international relations, public policy, modern history, P/CVE, human rights, women's rights
- professional German and English fluency

Responsibilities

The Personal Assistant works at WwB's headquarters in Vienna, supporting the Executive Director, and the WwB team more generally, in the following (inter alia):

- meeting day-to-day administrative requirements
- coordinating schedules for the Executive Director and for the rest of the team
- organising travel logistics and calendar communications
- attending meetings, taking notes, and writing summary reports
- conducting background research and delivering presentations
- drafting communications, including speech-writing
- contributing to online and social media presence
- building credibility with stakeholders and acting as a liaison between the Executive Director and staff
- providing additional administrative support, inter alia, managing contact lists, data entry, and expenses reimbursement
- planning events and working closely with stakeholders

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Application checklist

We will confirm receipt of your application when all of the following supporting material has been submitted.

- **Covering Letter** indicating suitability, reasons for applying, and possible start date(s)
- **Curriculum Vitae** of no more than two pages.
- **Two letters of recommendation** from past employers and/or supervisors. Kindly have your referees send their letters directly to office@women-without-borders.org with the subject line 'WwB Personal Assistant position Reference for [Surname]'.

With the exception of references, please send all of the above to office@women-without-borders.org in one e-mail with the subject line 'Personal Assistant Application [Surname]'. We look forward to receiving and reviewing your application!

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