

JOB ADVERTISEMENT

Event and administration management

Fancy a professional adventure? Organising something big together with others? Commit yourself to Christian events? Forum instead of formalities, creativity instead of routine? Then get in touch with us!

The Gemeinschaft Emmanuel e. V. is looking for a full-time administrator for our various events as soon as possible. With our annual events, some of which are international, we want to bring Christian community to life and strengthen and deepen personal faith. To this end, we need a dedicated specialist to support these events, including the Altötting Forum with approx. 1,500 participants and the Easter Forum with approx. 500 young adults.

What you can expect

- Organisation of events (registration, accommodation, catering, booking and supervision of event locations, technology, security, etc.)
- Budget responsibility and accounting in cooperation with management and fundraising
- Cooperation with local partners (city, district office, pilgrimage management, parish, religious communities)
- Acquisition, coordination and support of volunteers (e.g. during volunteer days)
- Support of advertising and public relations work in collaboration with the communications teams
- Close and trusting cooperation with the management of the Emmanuel Community, the Emmanuel School of Mission 'Rejoice', the Communication all-rounder and the volunteer teams

What you bring with you

- Education with a commercial, administrative or comparable background
- High degree of personal responsibility and ability to work under pressure (especially around events)
- Good communication, structural and organisational skills
- Ability to work independently and in a networked manner
- Very good knowledge of German (business fluent), good knowledge of English
- Knowledge of common MS Office applications and willingness to familiarise yourself with other application programmes
- Affiliation to the Catholic Church or another Christian denomination

What we offer

- A varied, exciting field of activity with room for creativity and skills development
- A committed team of full-time and voluntary staff in a Christian environment
- Office in the 'Josefsburg' Altötting with the opportunity to eat together and live a life of faith

The position of Event and Administration Management is full-time, initially limited to two years, with the option of extension.

Are you interested? Then we look forward to receiving your application documents (cover letter, CV, references, salary expectations) in digital form at the Managing Director Johannes Lerch geschaeftsfuehrung@emmanuel.de.