

The European Association of Nuclear Medicine (EANM) is a non-profit association, registered and located in Vienna, Austria. Based on the engagement of volunteers, the EANM aims to promote nuclear medicine on a European level and beyond. The EANM Executive Office is responsible for the administration of the association and its activities. The Governance & Community Management Team is looking for a part-time

### **EANM Governance & Community Assistant (20 – 25 hrs)**

responsible for coordinating volunteer-led activities.

#### **Your Profile**

You thrive in dynamic, international, and science-focused environments. Organised, reliable, and innovative, you excel in collaborative settings, communicating with empathy and professionalism. With at least two years of experience in a similar role, you have a solid grasp of project coordination within non-profit or membership-based organisations.

#### **Key Responsibilities**

- Providing administrative support to the Governance & Community Management Team
- Coordinating projects and meetings (online and in Vienna), including agenda preparation, presentations, minute-taking, and follow-ups
- Supporting the organisation and management of volunteer units
- Monitoring progress and preparing activity reports
- Designing and conducting online surveys
- Contributing to social media initiatives

#### **Required Qualifications & Skills**

- Fluency in written and spoken English
- Strong organisational skills, attention to detail, and a solution-oriented mindset
- Proven experience in project coordination, ideally within a non-profit or scientific environment
- Professional and collaborative approach, particularly in international settings
- Proactive attitude with the ability to work independently and as part of a team
- Proficiency in MS Office and a willingness to learn new digital tools
- Additional European language skills are an asset

#### **Our offer:**

- Flexible weekly home-office time allowance
- You will work in a positive atmosphere with an enthusiastic, multicultural and inclusive team.
- Vienna Public Transport Ticket (after the 3<sup>rd</sup> month of employment)
- MyClubs membership (after the 3<sup>rd</sup> month of employment)
- Gross salary will be paid according to the applicable collective agreement ("Werbung und Marktkommunikation"), min 2.321,20 EUR gross per month (full-time basis), with the possibility of overpayment, depending on skills and experiences.

#### **Starting date: August 1, 2025**

Please send your application (CV & a short motivation statement\*) via e-mail to Ms Jutta Peter via [j.peter@eanm.org](mailto:j.peter@eanm.org). Any questions are welcome to the same email.

#### **\*Motivation Statement**

*In a few short paragraphs (maximum 1 page), please let us know:*

- *Why this position interests you*
- *How your skills and experience match what we are looking for*
- *What you are looking for in a team and working culture*