

CEBRA

Central Bank Research Association

Event and Marketing Assistant, Part-time (10 - 20 hours weekly)

[CEBRA – Central Bank Research Association](#), a global research network among central banks and international institutions, is looking for a well-organized, pro-active and self-motivated **Event and Marketing Assistant** to work on a part-time basis for approximately 10 – 20 hours a week (negotiable). This position will be based online, working from home, and the successful candidate will need to be located in Vienna, Austria.

Your focus will be to support the core administrative functions of the association, including providing support for the CEBRA Annual Meeting and other research events. Your role will also focus on marketing the organisation to clearly articulate our services and mission. You will update and maintain the website, create engaging and informative content for our newsletters and develop our social media presence. You will also provide support and work closely with the President and Vice-President of CEBRA and the Office and Event Manager who is located in Vienna.

The position will initially require **10 - 20 work hours per week**. This may be extended in the future, as the scope of activities of CEBRA and its Vienna-based secretariat expands and depending on work performance. During busy event times (for example, the CEBRA Annual Meeting) you may be required to help with pre-event logistics in the CEBRA Vienna office (located in central Vienna) for a few days per year maximum.

The **salary** for 10 hours per week will initially be EUR 600 - 750 gross (14 salaries – 8,400-10,500 annually) and for 20 hours per week EUR 1,200 – 15,000 gross (14 salaries – 16,800-21,100 annually), depending on your skill profile and previous relevant work experience, and may increase depending on work performance, increasing experience and increasing work hours.

The primary secretariat of the Central Bank Research Association is based in Basel, Switzerland. As a result of this, a third party based in Vienna will be responsible for the administration of the salary, employment contract and other related services.

Your Duties

- You support the administrative functions of CEBRA as a member association, and its ongoing projects, in close cooperation with the association's management.
- You support in the planning, coordination and implementation of CEBRA's virtual, hybrid and physical events (the Annual Meeting and up to 5 full-day workshops a year).
- You update and maintain the CEBRA website and compose and post online content. You develop concise and informative information and improve the dynamic written and graphic content of the website.
- You provide content support, fact-checking, copy-editing, and formatting assistance during the creation of mailing campaigns, website content, and other documentation.

- You manage and engage in the association's social media channels, particularly during peak event times to enhance the CEBRA profile and further promote our events.
- You develop CEBRA's presence on other relevant social media sites and platforms.
- You write and distribute e-newsletters to members and subscribers and maintain and update the membership database.
- You deputize for CEBRA's Office and Event Manager as and when required.

Requirements

- You are experienced in events and marketing and can provide support in the organization and coordination of mid-sized and large events (online, hybrid and physical).
- You are self-motivated, able to work independently but also a team player that is adept at communicating effectively with colleagues in a virtual format.
- You cooperate smoothly with the CEBRA management and team and are enthusiastic about your work and CEBRA's mission.
- You are highly resilient, have the ability to work on multiple projects simultaneously and are able to keep track of multiple tasks in parallel.
- You show attention to detail, are dependable and reliable.
- You have excellent knowledge of Microsoft Office (Word, Excel, PowerPoint) and are familiar with social media applications. Further IT knowledge is an advantage.
- You have working experience with CMS-based websites, WordPress and email marketing services such as MailChimp.
- You can maintain excellent client relationships through superior customer service skills and keep client information confidential.
- You have excellent communication skills, notably fluent English language skills (spoken and written). Intermediate or higher-level German language skills are desired but not essential.

If you meet the above requirements and are enthusiastic about building up and growing with CEBRA, please submit your covering letter and curriculum vitae to office@cebra.org by Monday 11, October 17:00 (CET).