

# YOUCAT

**International YOUCAT Foundation – Join the Team!**

## **Assistant to the Management Contract and publishing**

**Are you looking for a new, professional, meaningful role to work for Jesus,  
your faith and the future of the Catholic Church?  
Then you've come to the right place!**

- **YOUCAT** inspires a globally growing community of Christians from different languages and cultures. With our digital and analogue products, people can get to know God and the faith of the Catholic Church and pass it on.
- **YOUCAT** offers a wide range of communication services for the new evangelization (social media/digital/print/networks/meetings) to promote the renewal of the Church worldwide.
- **YOUCAT** is an internationally known and recognised initiative in the Catholic Church, which appeals to and inspires young people around the world for the faith.
- **YOUCAT** is supported by the Pope and bishops and is growing worldwide through the dissemination of its programmes and the development of international multiplier and support networks.

### **Your tasks**

The holder of the position relieves and supports the YOUCAT management team in administrative matters and takes on important assistance tasks:

- Preparing and following up on reports, documents, applications, presentations and follow-up
- Support in the administration of contracts
- Filtering and processing external enquiries and communication (central point of contact for external contacts, including website enquiries)
- Support in the planning and realization of events in German-speaking countries
- General secretarial and administrative tasks
- Administration of passwords, e-mail addresses etc. in cooperation with IT
- Travel preparation and follow-up
- Coordination of translations
- Invoicing
- Payment transactions and cash desk
- Accounting preparation and processing and communication/reconciliation
- Holiday and absence management
- Variable data management

## Professional and personal requirements

- **Commercial training** and at least three years' experience in accounting, financial administration and general assistant work
- **Very good IT skills:** especially in dealing with MS Office (Word, Excel, PowerPoint)
- **Language skills:** Business fluent in written and spoken German, as well as very good knowledge of English and Spanish (other foreign languages an advantage, but not required)
- **Organisational strength and accuracy:** Ability to complete tasks independently, in a structured manner and with a high sense of responsibility
- **Communication and teamwork skills:** Strong interpersonal skills, enjoy working with various stakeholders (internal and external) and maintaining contacts
- **Flexibility and initiative:** Ability to quickly familiarise yourself with new topics and proactively find solutions
- **Technical understanding:** Affinity for technical tools and programmes to support the creation of presentations, surveys and online events
- **Experience in event management:** Experience in planning and organising events (including international events) and dealing with cultural and linguistic challenges is an advantage
- **Sensitivity for the non-profit sector** and ideally experience in a church environment

## We offer

- An appropriate salary
- Professional training and development opportunities
- Flexible but regulated working hours
- Up to two days a week of teleworking
- An open-ended employment contract
- 30 days holiday, spiritual retreats
- An extensive spiritual programme

## Are you interested?

Then send your application together with your CV, certificates and letter of motivation to Mrs. Linh Alonso ([recruiting@acn-intl.org](mailto:recruiting@acn-intl.org)).

We look forward to hearing from you!