

YOUCAT

International YOUCAT Foundation – Join the Team!

Office Administration; Contract and Publishing Management (FULL-TIME)

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

- **YOUCAT** inspires a growing global community of Christians from diverse languages and cultures. Through our digital and print resources, we help people encounter God and share the faith of the Catholic Church.
- **YOUCAT** offers a wide range of communication channels for the New Evangelization (social media, digital, print, networks, and events), fostering the renewal of the Church worldwide.
- **YOUCAT** is an internationally recognized initiative within the Catholic Church, reaching and inspiring young people around the globe with the message of faith.
- **YOUCAT** is supported by the Pope and bishops and continues to grow worldwide through the expansion of its resources and the development of international networks of multipliers and supporters.

Your Responsibilities

The holder of the position relieves and supports the YOUCAT management team in administrative matters and performs traditional administrative tasks. Tasks in detail:

- Preparing invoices
- Managing payments and petty cash
- Organizing and preparing bookkeeping materials for the tax advisor (receipts, cash records, accounts, invoices, shipping partner settlements, etc.)
- Liaising with the tax advisor
- Managing vacation and absence records
- Handling contract administration
- Preparing and following up on travel arrangements
- Drafting reports, documents, applications, presentations, and meeting minutes, as well as ensuring follow-up
- Performing general secretarial and administrative tasks
- Managing passwords, email accounts, etc., in collaboration with the IT department
- Filtering and responding to external inquiries and communications (serving as the central contact point for external parties, including website inquiries)

- Coordinating translations

Your Qualifications

- Completed commercial training and at least three years of experience in accounting, financial administration, or general office management
- Excellent computer skills, particularly with MS Office (Word, Excel, PowerPoint)
- Language proficiency: Fluent German (written and spoken), as well as excellent English and Spanish skills (additional languages are a plus)
- Strong organizational skills and attention to detail, with the ability to manage tasks independently, systematically, and responsibly
- Strong communication and teamwork abilities: High social competence and a passion for working with diverse internal and external stakeholders
- Flexibility and initiative: Ability to quickly learn new topics and proactively develop solutions
- Technical aptitude: Interest in working with digital tools and platforms to support presentations, surveys, and online events
- Sensitivity to the non-profit sector and ideally professional experience in a church-related 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 Mr. Rafael D'Aqui (rafael.daqui@youcat.org).

We look forward to hearing from you!