

Position: Assistant to the Head of Programme and Education Management
Start: November 2021 – full-time
Location: Wickenburggasse 1, 1080 Vienna

UEG, or United European Gastroenterology, is a professional non-profit organisation combining all the leading European medical specialist and national societies focusing on digestive health. The mission of UEG is to improve the prevention and care of digestive diseases in Europe through providing education, supporting research and improving clinical standards. UEG's headquarters is located in Vienna, Austria and is where we coordinate all association, education and congress-related matters. All other important information regarding our organisation can be found on our website at www.ueg.eu.

To accomplish our vision to take a central role in delivering and disseminating cutting-edge, unbiased continuing medical education and supporting professional development we are looking for a **motivated and enthusiastic person to assist the Programme and Education Management Team in its various projects**. A medical or scientific degree is not required for this position.

Key responsibilities

We offer the opportunity to assist the Head of the Programme and Education Management in all association management tasks, including administrative and organisational support, meeting preparation and follow-up.

You will work and learn in a young and dynamic team and actively assist project managers in shaping and implementing educational programmes, including the development and delivery of:

- Online training tools and learning possibilities
- New digital teaching formats using new didactical approaches
- Innovative “blended learning” (online and in-person) programmes
- Multidisciplinary hands-on trainings
- In-person educational events
- Scientific programme of the annual congress [UEG Week](#)
- Evaluations and reports of all programmes offered, based on feedback questionnaires, online statistics and survey outcomes

Required skills

- Work experience a/o professional training in a similar position
- Experience in the field of medical societies or medical congresses is an advantage but not required
- Excellent project management, organisational and communication skills
- Ability to work on concurrent projects with a strong attention to detail
- Ability to work under tight deadlines
- Capacity to work independently but also in a team with a “can do” attitude
- Very good written and verbal communication skills in English
- Excellent MS Office Skills (Word, Excel, Power Point, Outlook)
- Comfortable with using learning management systems (LMS)
- Confidence in working with senior academics and volunteer-led boards

We offer

- An efficient introduction in a well-coordinated team
- The opportunity to incorporate your skills within an innovative, international medical organisation and to further develop your professional abilities
- A competitive salary according to the Austrian collective agreement “Werbung und Marktkommunikation” with the possibility of overpayment depending on one’s professional and personal qualifications.
- Social benefits as well as flexible working hours including home office possibilities
- We are committed to supporting our employees in their professional development and provide a pleasant and friendly working environment and atmosphere.

If you meet the requirements and want to work in a highly motivated and service-oriented team, we encourage you to explore how you can make a difference at UEG by applying now.

Please send your detailed application documents and salary expectations to Mrs. Verena Wagner, Head of Programme and Education Management: v.wagner@ueg.eu. Deadline for application: **October 17, 2021**