

Position: Junior Scientific Programme Coordinator(m/f/d)
Start: Immediate – Full-time (37,5 hours/week)
Location: Wickenburggasse 1, 1080 Vienna

About UEG

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 in Vienna, Austria 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.

The open position

We are looking for a motivated, proactive team player with a passion for project work and organisation. Join our team as a Junior Scientific Programme Coordinator and help implementing the scientific programme of UEG Week, one of the leading international congresses in gastroenterology. This is a unique opportunity to gain hands-on experience in coordinating a multidisciplinary scientific congress while working closely with volunteer-led boards and renowned GI researchers from around the world.

In this role, you will assist with programme coordination and support key administrative and organisational processes. If you are organised, proactive, and excited about working in an international scientific environment, we would love to hear from you.

Responsibilities

- Support the operational and administrative planning, coordination, and delivery of the scientific and educational programme for UEG Week.
- Assist in communication with invited speakers, healthcare professionals, and external partners, including scheduling, documentation, and logistical coordination.
- Assist in the preparation of meetings with the Scientific Committee, including agendas, meeting materials, minutes, and follow-up tasks.
- Help prepare clear reports, structured documents, and professional presentations.
- Contribute to maintaining efficient workflows and ensuring timely and accurate information flow among stakeholders.

Requirements

- Project management qualifications
- Interest or basic experience in academic, scientific, or association environments
- Enthusiasm, professionalism, and a “can-do” attitude
- Good organisational skills, attention to detail, and ability to manage multiple tasks, including emails and day-to-day enquiries
- Solution-oriented mindset and precision in delivering tasks
- Strong communication skills in English (German is an asset)
- Comfortable with digital tools and quick to learn new software
- Joy in collaborating with people and teams
- Eagerness to learn and take on responsibility

We offer

- Efficient onboarding into a well-coordinated, international team and an open and appreciative working atmosphere and meaningful work.
- The opportunity to incorporate your skills within an innovative scientific organisation and to further develop your professional abilities.
- A family-friendly, flexible work environment, home office as well as a modern and easily accessible office.
- Social benefits including coverage of the “Wiener Linien” annual ticket, food vouchers, childcare support subsidy and others.
- Company Pension Plan
- The minimum salary under the collective agreement “Werbung und Marktkommunikation” is currently € 35,000 per year (based on 38.5 hours per week). However, we have a clear willingness to offer a higher salary based on your experience and personal skill set.

Interested?

Please send your detailed application documents and salary expectations to UEG - United European Gastroenterology, Wickenburggasse 1, 1080 Vienna, with attention to Mr Christoph Ritsch, hr@ueg.eu.