



Cultural Vistas gGmbH
Pariser Platz 6
10117 Berlin
www.culturalvistas.eu

Position Description:

Administrative Assistant (m/w)

Reports To: Program Managers &
Senior Program Director
European Office

Classification: 80% (4 days/week)
Effective Date: January 2018

<p>Position Summary:</p>	<p><i>Cultural Vistas, a non-profit organization that administers international professional exchanges for students and young professionals, is looking for an Administrative Assistant to provide support to our European Office. Cultural Vistas' programs represent a wide range of exchange formats, including international internships, study tours, international visitor programs, and government-funded public diplomacy initiatives. For more information, please visit www.culturalvistas.eu.</i></p>
<p>Essential Duties and Responsibilities:</p>	<p>Administrative Tasks</p> <p>Under the supervision of the European Office team, you will:</p> <ul style="list-style-type: none">▪ Arrange housing for international exchange participants▪ Support and communicate with exchange participants throughout their programs▪ Fulfill various administrative tasks in support of the planning and execution of seminars, events, and international visitor programs▪ Update and maintain budget spreadsheets▪ Fulfill various administrative tasks in support of the planning and execution of study tours; accompany groups of international visitors during visits in Berlin▪ Conduct research on and contact potential partner organizations or universities in Europe and in other countries▪ Promote international exchange programs by occasionally representing Cultural Vistas at info sessions, fairs, and in informational campaigns▪ Translate documents and website content (German-English and English-German)▪ Complete general administrative tasks and program assistance, as needed. <p>Customer Service</p> <ul style="list-style-type: none">▪ Answer inquiries from potential applicants and participants about program offerings (via telephone and email)▪ Conduct targeted searches for and contact potential host companies for international interns▪ Assist in the issuance of work authorization forms▪ Conduct follow-up with existing companies in Cultural Vistas' partner network▪ Support and assist participants in Cultural Vistas' programs, when needed, answering practical and intercultural questions

Skills and Abilities Required:	<ul style="list-style-type: none"> ▪ Demonstrated ability to anticipate outcomes and problem-solve ▪ Demonstrated ability to maintain a proactive, flexible, inventive approach ▪ Excellent attention to detail ▪ Interest in and commitment to the mission of Cultural Vistas • Excellent customer service with internal and external stakeholders • Strong communication skills, particularly in a multicultural workplace and while interacting with partners from different countries and cultures • Multitasking, structured process management, and the ability to prioritize tasks and maintain deadlines • Strong analytical skills • Professional appearance and demeanor • Ability to collaborate well with other members of the team • Fluency in German and working proficiency in English (additional languages a plus)
Computer Equipment and Software Experience Required:	<ul style="list-style-type: none"> • Excellent knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) • Familiarity with Salesforce or other CRM a plus.
Education and Experience Required:	<p>Education: Completed studies or apprenticeship in a field relevant to this position</p> <p>Practical Experience: 1-2 years of administrative experience with a customer service component required. Previous experience living abroad for an extended period of time is strongly preferred. Previous experience working on international exchange programs a plus.</p>
Physical Demands of Position:	<p>Work on weekends, holidays, and evenings may be required.</p>
What we offer:	<ul style="list-style-type: none"> • A multicultural work environment with staff who are passionate about their work, at an organization with decades of experience administering professional exchanges • Fair and appropriate compensation • Interaction with international visitors and participants; the ability to see the impact of your work • This is a 4-day-per-week position that includes a 6-month trial period (<i>Probezeit</i>).
To apply:	<p>Do you have the skills and experience necessary to become our next Administrative Assistant? Apply by sending a résumé and cover letter (in English or German) to info@culturalvistas.eu. Applications are being accepted on a rolling basis until the position is filled.</p>

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are minimum levels of knowledge, skills, and/or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.