



[Christian Felber](#) is an international teacher, speaker and author, initiator of the “[Economy for the Common Good](#)” movement as well as the Project “[Bank for the common good](#)”.

Join Christian’s team as

GENERAL COMMUNICATOR AND COORDINATOR

For managing an increasing demand for Christian’s presence in various countries as well as due to growing general public and media appearances, we are looking for a self-driven, well-organized, dynamic person able to excellently communicate in English, German and Spanish with a multitude of stakeholders (partners, event organizers, media, universities, collaborators, etc.) and other team members.

RESPONSIBILITIES

- Ongoing communication management
 - Communication “hub“ with social movements, publishers, event organizers and media
 - Screening and handling enquiries and requests
 - Liaising with clients, suppliers, social movements and other staff (tax & finance, IT support, design)
- Schedule and conference management
 - Agenda management (make/enter appointments, etc.)
 - Coordination of invitations for speeches in English, German and Spanish (approx. 10 speeches per month will be accepted)
- PR and editorial support
 - Coordination of media requests in English, German and Spanish
 - Support for publications in English, German and Spanish (contact with editorials, review/provide feedback to the texts, etc.)
- Media monitoring and social media support
 - Monitor media appearance of Christian Felber
 - Manage the online media channels (Facebook, Twitter, YouTube)

THE IDEAL CANDIDATE

- Extraordinary talent and joy in communication and organization, as well as a natural interest in political topics
- Fluent German, English and Spanish (speaking and writing), preferably bilingual in German and English or German and Spanish
- High level of availability, fluid work-style



- Ability to structure, analyze and synthesize information
- Basic social media and marketing knowledge
- Experienced user of office and productivity software

JOB SPECIFICATIONS

- Full-time employment, flexible, fluid work
- Weekend and evening reachability (for urgencies)
- Location: Vienna, Austria
- Remuneration: starting at EUR 1500 net per month, raises will depend on the overall income of the team
- Supported by a half-time trilingual assistant for organizational matters

APPLICATION PROCESS

- Send your application to info@christian-felber.at before end of May 2015
- Email subject: “**Application General Communicator and Coordinator**”