



LIGHT FOR THE WORLD supports people with disabilities in developing countries. We support visually impaired, blind and otherwise disabled people in the poorest regions of the world. As an internationally recognized NGO, we aim for a better quality of life and the realization of human rights for people with disabilities. But we also brighten up our staff and supporters of the day: what we do makes sense!

For the promotion of practical training for people with disabilities LIGHT FOR THE WORLD in Austria, offers the following internship in the barrier-free office in Vienna:

## Internship for people with disabilities

### Administrative Support

Jänner 2012– March 2012  
30 hour per week

#### **Your duties:**

You support the team for International Programme Support and Policies in the administrative area. This includes especially travel arrangements, taking care of guests, logistical support and the maintenance of the internal database. Above this you also support the team in internal and external communication. This includes an internal newsletter, lobbying letters and correspondence with organs of the European Union and other international organisations like the United Nations.

#### **Your qualifications:**

You have good organisational skills and an accurate and reliable functioning. We expect good computer literacy especially know-how in MS-Office. Your written and spoken English is good and you are able to talk to English speaking colleagues on the phone.

#### **We offer:**

This internship offers insights on international advocacy work on the level of the United Nations and the European Union. You gain experience in organisational skills and in knowledge management. Above this you know the various fields of work in development cooperation and acquire general insights in a NGO.

We are a professional team which develops constantly. All employees bear responsibility for their field of activity and the reaching of the defined aims. We are organized in a participatory manner and expect that you bring in your experiences and ideas. The chance to learn from mistakes and to develop is important to us. Our activities are in the centre of our motivation.

Apply via e-mail, this is the easiest. Tell us why you want to make this internship and why you think you should join us.

Please send your application via email to:

LIGHT FOR THE WORLD Austria  
1120 Wien, Niederhofstraße 26, Stephan Spatt  
applications@light-for-the-world.org