



French-speaking Admin Team Member

Do you have a passion to contribute to missions on the organizational and administrative side of things? In this position, you will be the bridge between our campus and the city of Lausanne-geles*!

What will your day look like:

- Join our team to support general administrative tasks especially in the area of human resources
- Assist with french communication and closely work with our admin team
- Internally: work in our office, support the entire staff team, your work will bring you to various ministries around the campus
- Externally: be the point of contact person to various administrative entities and represent the supporting backbone of the overall YWAM Lausanne
- In this role you will co-living in our community and contribute to shaping the life of students

Did we capture your attention? Then see below what talents fit the job:

- Bring experience in office administration
- Speak the language of Shakespeare and Napoleon (English & French compulsory!)
- You will thrive in this role if: you can handle a flexible work environment, like to take initiative, are relational and responsible, knows what it means to follow-through, enjoy working in team and by yourself, and bring excellent communication skills
- Requirement: You have completed a DTS

What you can expect from us:

- You are part of the office aspect of equipping youth to go into the nations and serve the overall vision of making missions happen
- Opportunity to live in a community environment and join base activities or short-time outreaches
- Possibility to enroll in our part-time leadership program during the first 3 months



Do you think you have what it takes and want to join our team? Then send us an email describing why you are the perfect fit: martina.schiess@ywamlausanne.com We are looking forward to hearing from you!

**the people of Lausanne like to compare their city to LA because of the hills, vibe and view on the water*