**Administrative assistant**

**Terms of reference**

SWAN – Sex Workers' Rights Advocacy Network is a regional network operating across Central and Eastern Europe and Central Asia (EECA). SWAN works to advance human rights, health, and safety, and advocates for the decriminalization of sex work through regional coordination, advocacy, capacity-building, and community-led programming.

SWAN Foundation is seeking a responsible, accurate, and communicative person for a part-time (20 hours/week) Administrative Assistant position. The Remote Administrative Assistant will work under the direct supervision of the Operations Manager and will be responsible for managing SWAN procedures and other tasks assigned by the Operations Manager and the Executive Director.

Currently, SWAN is based in Budapest but will move to Vienna in the first half of the year. The Administrative Assistant **must be based in Vienna, Austria.** The Vienna location is required for work logistics, liaising with local authorities/institutions/suppliers/banks, and supporting compliance with Austrian administrative and NGO regulations.

The Administrative Assistant should be committed to advancing SWAN's goals and mission and respect the confidentiality of SWAN members.

Duties and responsibilities:

*1. Administrative and financial support*

- Assist in monitoring receipts
- Drafting cost expenditure tables

*2. Communications*

- Process incoming correspondence, including faxes and e-mails and transfer to the appropriate staff member;
- Maintain and update national/international partners and media contact database;
- Attend meetings as required; prepare and distribute meeting agendas, materials and minutes;
- Act as intermediary between SWAN and local bodies (government institutions), suppliers, service providers, banks, etc.
- Maintain travel arrangements and logistics for project-related trips and meetings;
- Address travel visa and tax issues of SWAN staff and consultants

*3. Virtual Workspace and/or Office management*

- Order office and IT supplies;
- Monitor workspace needs;
- Maintain operating records, including staff and partner information, suppliers and service-provider contacts;
- Ensure effective and safe transfer and storage of files and records, including back-up of files and update of SWAN software;
- Oversee all aspects of general remote working coordination;
- Keep track of SWAN incoming and outgoing posts.

*4. Membership management*

- Manage SWAN member applications
- Maintain a database of members and ensure their contact details and website profiles are up to date.

*NOTE: The responsibilities of the Administrative Assistant are not limited to the tasks listed above, but will vary depending on the nature of SWAN projects.*

**Required qualification and skills:**

- Knowledge of English and German (excellent oral and written)
- Knowledge of Russian or other Slavic languages is a plus
- Demonstrated knowledge of Austrian NGO regulations, legal and administrative procedures, and local compliance requirements is essential, as the role involves supporting SWAN's operations in Vienna and coordinating with local authorities, institutions, suppliers, and banks.
- Some experience in the sphere of office management and records keeping
- Computer literacy (Microsoft Office, email, internet, search engines, basic desktop publishing)
- Good writing, analytical and problem-solving skills
- Knowledge of principles and practices of organization, planning, records management and general administration
- Ability to operate standard office equipment, including but not limited to, computers,
  phone systems, calculators, copiers and facsimile machines
- Ability to follow oral and written instructions
- Ability to communicate effectively and work in a diverse, multicultural environment

**Start date:** As soon as possible (preferred), or upon mutual agreement.

**Compensation**
The approximate budget for this position is **397182 HUF**/month, 20 hours per week.
Probationary period of 3 months.

**We highly encourage sex workers and other marginalized communities to apply!** As a sex worker-led organisation, priority will be given to suitably qualified applicants who have sex work experience.

**NOTE FOR INTERNATIONAL APPLICANTS:** Currently, SWAN is based in Budapest but will move to Vienna in the first half of the year. Thats why this position is open to candidates based in Vienna, Austria. The role will be carried out from the home office, as SWAN does not have offices in Vienna. Selected candidates will be contracted as consultants and will be required to provide a Tax Residency Certificate.

**To Apply:**
Please send your CV in English, a copy of your school certificate, and contact details for 2 references to the SWAN Secretariat at swansecretariat@swannet.org before 14.02.2026