

EnableMe is all about societal impact: During 2023, we were able to measurably help 150'000 people with disabilities and chronic illness globally every single month. We believe in the power of the right and relevant information and peer exchange communities in transforming the lives of people with disabilities and chronic illnesses. Our vision is to enable more than 1 billion people affected by or linked to disabilities to help themselves or the people around them. To this end, we embrace innovation and technology to maximize our impact and reach. In support of this ambition, we are looking for someone to support our team of leading experts in the fields of inclusion, entrepreneurship, venture capital, AI and social impact to revolutionize the way technology can be harnessed for good.

IT Admin Manager 40-50% (f/m/d)

Your Tasks:

- All IT administration tasks around the content management system Pimcore, our community software Vanilla Forums and accounts management
- Work with project-managers on finding solutions to specific IT-related challenges
- Coordinate trainings and onboardings with our partners
- Standardize, improve and enforce processes
- Support the team with implementation of trackers for data gathering and analysis for impact management
- Continuously assess working methods, user journeys on the platform, and make data-based recommendations for improvement

Your Experience and Skills:

- Min. 3 years of experience in IT administration
- Ideally experience with Pimcore, Vanilla Forums, Google Workspace
- Outstanding written/oral, organizational and analytical skills, as well as attention to detail
- Ability to figure out solutions to challenges with many constraints, using sound judgment to assess risks, and laying out arguments in a well-structured, data-informed, written narrative
- Entrepreneurial, self-starter, "get things done" attitude
- Fluent in English (spoken and written) and German

What we offer:

We are a young, global and dynamic team with the aim to maximize our societal impact. We offer an environment where everyone is driven by our shared ambition to make the world a more equal and inclusive place. Working for us would allow you to operate at the forefront of the interaction of AI and disability inclusion and build a strong and diverse network across the social and private sectors. Our physical offices are currently located in the city center of St. Gallen, but our team is global. You can work with us from anywhere and manage your time flexibly.

If you are interested, please send your CV and assorted documents to: [Angelika Rüegg | HR | administration@enableme.ch](mailto:Angelika.Rueegg@enableme.ch) EnableMe Foundation, Oberer Graben 3, CH-9000 St. Gallen, www.enableme.org

We are an equal opportunity employer and prefer diverse teams. We encourage you to apply especially if you contribute to disability diversity and diversity of any kind.