

Brussels, 15<sup>th</sup> of February 2010

## **Job Description and Call for Candidates (European Secretary of MIJARC)**

Dear Friends,

At the moment **MIJARC Europe is looking for a new employee on continental level**. As a movement of self-organized young people, it is a desire for MIJARC Europe that this full-time employee comes from one of our rural organizations. The person should, in principle, work in Brussels. Below you will find more information about the profile and tasks of this employee.

We ask you to launch a general call for candidates in your movement. We expect to meet the candidates and to select MIJARC's next employee before next General Assembly. **The deadline for sending proposals is the 11<sup>th</sup> of April 2010** (names of interested persons and candidates).

### **PROFILE:**

- experienced in MIJARC or in the national or international level of a movement/NGO
- rural background
- intercultural experience
- identification with the aims of MIJARC
- languages: English compulsory, French, Spanish and German eligible
- ability to communicate
- ability to raise funds and editorial skills
- being able to work autonomous, but coordinated by a team
- pedagogical skills eligible
- Working place headquarters of MIJARC in Brussels (other possible locations could be discussed)
- availability to travel
- flexible timetable including disposition to work on weekends
- experience in administrative work
- citizen of the EU

### **MAIN TASKS:**

1. Preparation, coordination of and participation in activities of the MIJARC Europe (training sessions, seminars, summer camps, campaign, statutory meetings)
2. Cooperation in the development of the movement
  - a. supporting the collaboration among the MIJARC member movements

- b. joining an supporting the European Team and bodies of the movement
  - c. networking with the partners of MIJARC Europe
3. Being in charge of the fund raising at European level
- a. writing grant applications connected to each planned activity ("Youth in action programme", European Youth Foundation, etc)
  - b. writing final and financial reports
4. Being responsible for the communication of MIJARC Europe
- a. Internet
  - b. Magazine "Info Europe"
  - c. Newsletter
5. Administrative tasks
- a. running the office and doing the regular administration
  - b. financial administration
  - c. follow-up of volunteers or interns

The employee has no political mandate.

The contract will be made for 2 years with possibility of renewal.

Interested people should send a **motivation letter and their CV until 11<sup>th</sup> of April 2010** to

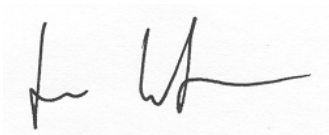
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Many greetings



Jürgen Westermann  
Member of the Team of MIJARC-Europe