

# CALL FOR SECRETARY GENERAL



**Application deadline EXTENDED: October 18<sup>th</sup> 2017**

**Start date: December 2017 / January 2018**

**Youth and Environment Europe (YEE)** is looking for a young motivated person for the full time position of **Secretary General**. Key responsibilities include mainly administration, fundraising, managing a team, development and coordination of youth projects.

YEE is a European network of 43 European youth non-governmental environmental organizations in 25 countries. YEE works in the field of environmental protection and education. Our activities (youth exchanges, trainings, campaigns, study sessions, publications, networking projects) are always made by and for young people. All people volunteering in YEE are under 30 and people working are under 35 years old.

We offer full-time work in a young international team, coordination and participation in youth projects, flexibility in working schedule, and traveling abroad. Starting date of the job would be December 2017 / January 2018 with one or two months transfer period with the leaving Secretary General.

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## Key responsibilities:

- Administration: Management of the finances and day to day administration
- Fundraising: writing grant applications, searching for new funding sources
- Co-ordination of work plans of other employees of the Secretariat as well as for EVS (European Voluntary Service) volunteers and interns
- Legal representation of the organisation
- Projects development and management of YEE activities

## What we are looking for in the candidate:

- Basic knowledge in accounting
- Experience in administration
- Experience in coordinating international projects
- Work experience in an NGO
- Time management and organizational skills
- Experience in coordinating and leading a team
- Fluency in English and intermediate level of Czech/Slovak
- Experience in fundraising and writing grant applications
- Computer skills
- Ability to work under pressure
- Time flexibility

## Other preferable skills:

- Studies in Administration, Economics or related field
- Orientation in basic legal issues concerning running an NGO
- Experience in working in the environmental field
- Communication skills in an international environment
- Interest and enthusiasm in working in a young multicultural team of people
- Willingness to undertake at least two years' commitment working for YEE is a strong asset

## Additional information:

- A letter of motivation in English is required. Please note that only online applications sent within the deadline are accepted and that only shortlisted candidates will be contacted for interviews. Interviews will be done in English.
- Contract type: limited (1 year with 3 months of probation period and with possibility of extension)

## Apply for the position:

- Send your **CV and motivation letter** in English to the following email address: **yee@yeenet.eu** **until 18<sup>th</sup> October 2017.**

**Name of the organisation:** Youth and Environment Europe (YEE)

**Contact person:** Mercedes Fioravanti – yee@yeenet.eu