

# CALL FOR SECRETARY GENERAL

**Application deadline: October 8<sup>th</sup> 2017**  
**Start date: November or December 2017**



## JOB DESCRIPTION

### Position: Secretary General

#### Management and Coordination

- Managing an international team of 3 or 4 people (1 full-time employee and 2 volunteers - European Voluntary Service and in some cases an intern)
- Coordinating projects approved in the annual work plan of the organisation
- Cooperation with the Executive Board and member organisations
- Coordinating office meetings, Board meetings, Annual meetings (in cooperation with the Board)

#### Fundraising

- Searching for grant opportunities
- Developing projects ideas, preparing application forms and applying for grants, financial management of projects, writing final reports
- Applying for administrative grants
- Supporting projects prepared by the member organisations (consultancy for their projects, support with applications for funds)

#### Budgeting and accounting

- Preparing the annual budget (in cooperation with the Treasurer of the organisation)
- Managing and monitoring projects' budgets and the general finances of the organisation
- Preparing the bills and invoices for the accountant
- Payment of activities' costs and the organisation's ongoing costs (online banking and treasury)

#### Legal representation of YEE

- Signing legal documents (such as contracts, grant applications, etc.)
- Communication with the Municipal Court in Prague (e.g. regarding changes of statutes and Board members) and other legal bodies

#### Administration

- Administrative support of the activities of the organisation
- Administration of human resources (contracts, salaries and insurance of the employees)
- Day to day administration

For more information, or in case of interest, please send your **CV and motivation letter** in English to the following email address: [yee@yeenet.eu](mailto:yee@yeenet.eu) **until 8<sup>th</sup> October 2017**.