

CALL FOR SECRETARY GENERAL



Application deadline: April 3th

Start date: May 1st

Youth and Environment Europe (YEE) is looking for a young motivated person for a 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 45 European youth non-governmental environmental organizations in 26 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 and working in YEE are under 30 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 1st of May with one month transfer period with the leaving Secretary General.

Key responsibilities:

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

What we are looking for in the candidate:

- Basic knowledge in accounting
- Experience in administration
- Experience in coordinating projects
- Work experience in an NGO, preferably environmental one
- Time management and organizational skills
- Fluency in English and Czech
- Experience in fundraising, writing grant applications
- Computer skills
- Ability to work under pressure
- Time flexibility

Other preferable skills:

- Master Degree in Administration, Economics or related field
- Orientation in basic legal issues concerning running an NGO
- Communication skills in an international environment
- Experience in working in the environmental field
- Experience in managing a team
- Willingness to undertake at least two years commitment working for YEE is a strong asset

Additional information:

- An EU passport or work permit is required for this position.
- A letter of motivation is required. Please note that only online applications are accepted and that only shortlisted candidates will be contacted for interviews. Interviews will be done in English in the beginning of April.
- Contract type: limited (1 year with possibility of extension)

For more information, or in case of interest, please send your **CV and motivation letter** written in English to the following email address: yee@yeenet.eu until 3.4.2013.

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

Contact person: Mária MAGGIE Dokupilová