

CALL FOR SECRETARY GENERAL



Application deadline: April 3th
Start date: May 1st

JOB DESCRIPTION

Position: Secretary General

Position available from: 1st May 2013

Management and Coordination

- Managing an international team of 3 people (1 full-time employee and 2 volunteers - European Voluntary Service)
- Coordinating projects approved in the annual work plan of the organization
- Cooperation with the Executive Board and member organizations
- 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 organizations (consultancy for their projects, proof-reading of the application forms)

Budgeting and accounting

- Preparing the annual budget (in cooperation with the Treasurer of the organization)
- Preparing the bills and invoices for the accountant
- Reimbursing the costs of running the organization and the activities (internet banking)

Legal representation of YEE

- Signing legal documents (such as grant contracts)
- Communication with the Ministry of Internal Affairs (e.g. regarding changes of statutes) and other legal bodies

Administration

- Administrative support of the activities of the organization
- 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** written in English to the following email address: ye@yeenet.eu until 3.4.2013.