

Work plan of the Project Officer of Youth and Environment Europe 2021-2022 Chloé Mikolajczak

Identify relevant new projects for YEE

- Be the contact point for new project proposals coming in to YEE
- Assess relevance and available budget to see if fits with YEE's needs and priorities
- Support if needed application process to new projects/funding opportunities

Check in with existing projects and bring support where needed

- Do a round of check ins with YEE's existing projects to see where teams might need extra support/capacity

Monitor existing campaigns to identify partnership opportunities

- Stay up to date with existing campaigns in YEE's fields of experience and geographical interest to see if possible partnership could be possible
- Initiate contact if needed and liaise to develop partnership

Assist YEE's board and secretariat:

- Be in constant contact with YEE's board and secretariat.
- Support any process that needs it (e.g. recruitment)
- Be active during the virtual and physical board meetings.
- Take part in the decision-making processes.