

Brussels, 14th of April 2015

MIJARC is looking for a European Secretary

Is this job for you?

Are you able to deal with broad youth-related issues in a multicultural environment?

Are you experienced in youth work and NGOs?

Are you interested in ideas, initiatives and projects related to rural youth and rural areas?

Are you a team player that can also organise his/her job independently?

If so, this could be the job for you.

Send us your application by 30th April 2015, following the instructions on page 2 carefully.

What are we offering?

- **Position:** General Secretary
- **Location:** Brussels, Belgium
- **Contract duration:** 1 year (renewal possibility)
- **Probation period:** 6 months
- **Salary:** we offer stimulating salary, ensured by an operational grant MIJARC Europe receives through the ERASMUS + programme. It will be negotiated with the selected candidate.

Who are we?

MIJARC Europe is a non-governmental organisation for rural youth, by rural youth. We promote sustainable agricultural, rural and international development, European citizenship, youth policies, gender equality, environmental protection, interculturality and human rights. Considering the Christian values, we strive to implement and raise awareness about these issues and goals by facilitating inter-cultural exchanges, camps, seminars and non-formal learning opportunities in a sustainable and culturally sensitive manner. Employing our methodology of 'see-judge-act', we encourage the participation of young people to build the Europe of tomorrow. Find out more about MIJARC Europe and what we do: <http://mijarc.net/en/europe>

The Secretariat

The job will be in the Secretariat of MIJARC Europe IN BRUSSELS. The secretariat is currently composed of 2 staff members. One staff member working fulltime in our office [in Brussels] and one staff member working full time from home, in Eastern Europe.

Job profile

KEY ACCOUNTABILITIES

Preparation, coordination of and participation in activities of MIJARC Europe (training sessions, seminars, summer camps, campaigns, statutory meetings)	Cooperation in the development of the movement	Being in charge of the fund raising at European Level	Being responsible for the communication of MIJARC Europe	Administrative tasks
	Supporting the collaboration among MIJARC member movements	Writing grant applications connected to each planned activity (Erasmus Plus, European Youth foundation, private foundations,...)	Web-page	Running the office and doing the regular administration
	Joining and supporting the European Team and bodies of the movement	Writing final and financial reports	Magazine	Financial administration
	Networking with the partners of MIJARC Europe		«InfoEurope» Newsletter	Follow-up of other employees, volunteers and interns
			Social networks	

Eligibility criteria

To be considered eligible, you must satisfy the following requirements on the closing date for the submission of the applications:

1. Be a national of one of the states in Europe;
2. Enjoy full rights as a citizen;
3. Be physically fit to perform the duties linked to the post;
4. Proficiency in written and spoken English is compulsory. Knowledge of French, Spanish and/or German is considered an advantage.
5. Moreover you must be able to serve a full 1-year term.

Selection Criteria

EXPERIENCE	TECHNICAL	CORE
Experienced in MIJARC or in the national or international level of an organisation/NGO	Good editorial and IT skills (e-mail, World Wide Web, Microsoft Office or Open Office programmes)	Identification with the aims of MIJARC Europe
Rural background or experience with projects related to rural youth/ rural areas	Good logistical skills of events' management	Ability to communicate effectively and relate friendly and respectfully to people from different cultures, demonstrating an ability to see issues from other perspectives and respecting different points of view;
Intercultural experience understood as having participated to multi-cultural events, having lived in another country or any other experience that might be assimilated to having interacted with groups of people with different nationalities and cultures	Fundraising and grant writing abilities	Ability to communicate in a formal way with important institutions, partners, donors, etc...
	Good with administrative and financial management	Being able to work autonomously, but coordinated by a team
ASSETS		Availability to travel
Pedagogical and training skills		Flexible timetable including disposition to work on weekends
Knowledge of a third foreign language		

Submission of applications

Candidates are invited to send their applications including their **CVs and their motivation letters** either via post or on email by **30th April 2015 at 23.59 (Central European Time)**.

Post	Mail
Jan Vanwijnsberghe president of MIJARC Europe 53, rue Joseph Coosemans B-1030, Brussels Belgium	j.vanwijnsberghe@mijarc.net
	and
	office-europe@mijarc.info
<p>Applicants who send their application by post, should be aware that the envelope should reach MIJARC Europe's office no later than 30th April 2015.</p>	

FORMAL REQUIREMENTS:

The following documentation must **all** be provided **in English and by the closing date**:

- A typed **motivation letter** of no more than one page, explaining why the candidate is interested in this position;
- A **curriculum vitae** using one of the **Europass CV format**

If any one of the above listed documents is missing or eligibility criteria are not met, the application will not progress any further.

If you have any questions or concerns please do not hesitate to contact the European Team, Veronika Nordhus (v.nordhus@mijarc.net), Jeroen Decorte (j.decorte@mijarc.net), Thibault Duisit (t.duisit@mijarc.net), Jan Vanwijnsberghe (j.vanwijnsberghe@mijarc.net)

Good luck to all candidates,

The European Team of MIJARC Europe