



## **European Free Alliance Youth: Looking for a Coordinator**

Brussels, 21 June 2022

The European Free Alliance Youth (EFAY) is looking for a Coordinator to start 1 September 2022. The Coordinator is the sole employee of EFAY and plays a pivotal role in the organisation. He or she is responsible for the general functioning of EFAY and the organisation of events. EFAY works with an annual work plan, set by the General Assembly, the implementation of which being the main task of the Coordinator. The Coordinator is hired and supported by the Bureau, the body responsible for the operation of the organisation. Working for EFAY as Coordinator is a great chance to get acquainted with European politics and the EU environment. The initial contract will be for a 6-month period, with the possibility of extending this period.

### **A. CRITERIA**

**We are looking for an EFAY Coordinator, to start working at the EFAY office, based in Brussels, from 1 September 2022 onwards:**

#### **The candidate should:**

- Have a higher education degree (Bachelor degree, Master degree or equivalent)
- Have good organisation skills
- Be a good networker and team player
- Be able to use own-initiative and can work independently
- Have political analysis skills
- Have a clear understanding of the structures and workings for the European Union
- Have a strong awareness of the diversity within Europe and the challenges faced by regional and national minorities
- Have an open and tolerant attitude towards different cultures and working methods
- Excellent written and verbal communications skills (English essential; French/Dutch (official languages in Belgium) and/or Spanish ideal, other languages spoken by EFAY member parties will be an asset)
- Have an ability to manage budgets and skills in managing funding applications, especially EU ones, or youth-related grants
- Have good knowledge of ICT and have skills for managing and developing online media and communications strategies
- Ideally have a minimum of 1 year relevant experience for this post

Experience within an EFAY member organisation, EFA party or the EFA parliamentary group, as well as in youth work, will be an asset.

## **B. MAIN TASKS AND RESPONSIBILITIES:**

### **MANAGEMENT:**

- **FUNDING**: Working with the treasurer on the financial aspects of the organisation (including dealing with the accountant, with auditors, preparing the annual dossier, requesting public grants from EU institutions, managing party contributions, preparing final annual reports on the accounts, monitoring the good development of the financial situation)
- **LEGAL ASPECTS**: Being in charge of the necessary updating of the legal texts for the organisation (statutes and internal rules of procedure), related issues and to make sure that EFAY accomplish all of them

### **NETWORKING:**

- Co-ordinating the EFAY network
- Liaising with EFAY Bureau members, EFAY member organisations, EFA political party and parliamentary group, other political parties and organisations, participating in any meetings that are necessary for the development of the organisation
- Disseminating relevant information among members and informing them about any important European issue
- Maintaining and developing the EFAY online presence (website and social media outlets)
- Representing and promoting EFAY at a range of events (visits to political party meetings, visits to European regions/nations, etc. when necessary)
- Relations with the European Institutions, mainly the European Parliament and Commission

### **ORGANISING TASKS:**

- Organising the statutory meetings: annual General Assembly and regular Bureau meetings
- Organising and/or co-organising events, publications or activities of the organisation; implementation of the work plan set by the General Assembly
- Managing membership and dealing with membership issues

### **COMMUNICATION:**

- **ONLINE**: Managing the EFAY website ([www.efay.eu](http://www.efay.eu)), social media (Facebook, Twitter, Instagram, etc.); updating information, looking for ways of raising the number of visitors and co-ordinating an electronic newsletter, using Canva to great material for our Social Media.
- Drafting texts for EFAY (Press release, Political statements, etc)

Additional tasks and duties may be added by the EFAY Bureau to ensure the aims of the organisation are being met.

### **C. WORKING CONDITIONS AND FACILITIES:**

- **CONTRACT:** 6 months (according to Belgian law) with the possibility of an extension
- **SALARY:** Approximately 1900 € basic gross salary (subject to experience) + meal tickets + transport subsidy + health care insurance
- **LOCATION:** Boomkwekerijstraat 1, 1000 Brussels, Flanders-Belgium
- **WORKING TIME:** 38 h/week (full time job). Working hours are flexible and will include occasional work during weekends and travelling in Europe. Compensation can be offered by additional holidays

As the only member of staff employed by EFAY, a close working relationship with EFA (mother party) and CF (political foundation) staff is essential. Office space and resources will be shared with EFA, and it is therefore important that the EFAY Coordinator can identify opportunities to work collaboratively with the mother party.

### **D. HOW TO SEND IN YOUR APPLICATION:**

Please send your application **by e-mail** before **23:59 Sunday 3 July 2022** to:

Adrian Fuentes (EFAY Coordinator): [office@efay.eu](mailto:office@efay.eu)

***and***

Valentina Servera (EFAY President): [EFAYpresident@efay.eu](mailto:EFAYpresident@efay.eu)

*Applications sent after the deadline will not be accepted*

**Applications must include:**

- A detailed curriculum vitae
- An application letter stating a clear motivation
- Recommendation letters are encouraged

The Bureau of EFAY will draw up a **short list by 5 July 2022** and short-listed candidates will be notified very soon after. The candidates selected on the short list will be invited to attend **an interview in Brussels on 11 July 2022**. Shortlisted candidates are eligible for a modest compensation for travel and accommodation. Please, block already the date of the interview on your agenda

*EFAY is an equal opportunity employer and does not discriminate on the basis of origin, religion, gender, disability, and/or sexual orientation.*