



OPEN CALL FOR A PROJECT ASSISTANT

Who are we?

The Youth of European Nationalities (YEN) is a dynamic network of European minority youth organisations, bringing together and representing their voices in a multicultural and multilingual Europe. We foster the cooperation among these youth organisations from more than 20 countries and strengthen the minority identity of youth. We empower young people from minorities by organising international seminars for them. Through non-formal education we share knowledge and skills to articulate their voices.

We are looking for you to support us in managing international seminars and projects.

Position type: Part-time position of 10-25h/week (depending on the entry date and preference), until June 2021

Location: Berlin

Work start: Ideally March 2020

Living diversity –

Vielfalt leben!

What you would do?

- Work on the international project „Y-FED: Europe is what we make of it“;
- Organising and managing international meetings and events;
- Reconciling expense claims and collating costs and expenses;
- Support with the grant applications and reporting to European, national and regional institutions;
- Cooperation with the member and partner organisations;
- Support of the voluntary work of board members, their activities and other bodies of YEN.

Your profile:

- Excellent knowledge of English and preferably very good command of German;
- Experience in event management;
- Basic experience in project management, preferably internationally;
- Basic experience in youth work and/or work with volunteers;
- Basic experience with non-formal education;
- Interest and motivation to work in the field of minority politics and issues;
- Willing to work flexibly, occasionally at weekends;
- Willing to travel.



In addition, desirable are:

- Basic graphic design skills,
- Good understanding of the different social media channels and experience in working with them;
- Experience in grant applications and reporting of international projects;
- Minority background and/or knowledge about minority issues.

What we offer:

- Inspiring and interesting work environment at international level;
- Flexible working hours;
- Network in the field of youth work and minority rights and work in the international youth organisation active in many European countries;
- Meaningful and creative job with own responsibilities;
- Work travels to interesting parts of Europe;
- Work in a small and dedicated young team.

This position is a great entry level job.

Application deadline: **24th of February 2020.**

The job interviews will take place in Berlin between 27th February and 6th March.

As a non-profit minority organisation, we offer an exciting and meaningful task with many creative opportunities in a professional environment. Become a part of the YEN-family and send your application in English (one PDF file with your curriculum vitae, motivation letter and possible entry date) to secretary.general@yeni.org.

We are happy about every dimension of diversity that enriches our team. We live equal opportunities and support them.

Contact person:

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