

Brussels, 4th of January 2018

MIJARC Europe is looking for a Membership and Capacity Building Officer

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 12 January 2018, following the instructions on page 2 carefully.

What are we offering?

- **Position:** Membership and Capacity Building Officer
- **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:

www.mijarceurope.net

The European Team

MIJARC Europe is run by the "European Team". The European Team is the executive body of MIJARC Europe. It is subject to the decisions of the General Assembly and the European Coordination. The European Team is competent for all matters that are not attributed by the law or by the statutes to the European Coordination or the General Assembly.

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

Cooperation in the development of the organization	Preparation, coordination of and participation in activities of MIJARC Europe <i>(training sessions, seminars, summer camps, campaigns, statutory meetings)</i>	Assisting the European Secretary in running the office and doing the regular administration
<ul style="list-style-type: none"> Supporting the collaboration among MIJARC Europe member organizations by developing specific bilateral cooperations; Planning, organizing, evaluating and reporting of capacity building trainings for our member organizations; Finding sources of financing for the capacity building trainings; Follow-up of the MIJARC Europe Online Map. 	<ul style="list-style-type: none"> Contributing to fund raising at European Level (writing grant applications connected to each planned activity and identifying additional sources of funding); Writing final and financial reports; Leading the preparation team for activities/events. 	<ul style="list-style-type: none"> Internal Communication; Financial administration; Follow-up of volunteers and interns; External representation to info-session and events of external partners and donors.

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, Flemish and/or any other languages is considered an advantage.
5. Moreover you must be able to serve a full 1-year term.

Selection Criteria

EXPERIENCE	TECHNICAL	CORE
<p>Experience in MIJARC Europe/World or in the national or international level of an organisation/NGO;</p> <p>Rural background or experience with projects related to rural youth/ rural areas;</p> <p>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</p>	<p>Good editorial and IT skills (e-mail, World Wide Web, Microsoft Office or Open Office programmes);</p> <p>Good logistical skills of events' management;</p> <p>Fundraising and grant writing abilities;</p> <p>Good with administrative and financial management.</p>	<p>Identification with the aims of MIJARC Europe;</p> <p>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;</p> <p>Ability to communicate in a formal way with important institutions, partners, donors, etc.</p> <p>Being able to work autonomously and together in a team with the staff and the European Team;</p> <p>Being able to implement the decisions taken by the European Team and the General Assembly;</p>
ASSETS		Availability to travel;
Pedagogical and training skills.		Flexible timetable including disposition to work on weekends.

Submission of applications

Candidates are invited to send their applications including their **CVs and their motivation letters** on email by **12th January 2018 at 23.59 (Central European Time)** to d.ordowski@mijarc.net and office-europe@mijarc.info

Formal requirements

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

- A motivation letter of no more than one page, explaining why the candidate is interested in this position;
- A curriculum vitae

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

Selection process - timeline

The selection process will be organized in three stages:

Stage 1 - collection of CVs and motivation letters - shortlist of candidates (3rd - 12th January 2018)

Stage 2 - shortlisted candidates will receive two written tasks (15th - 21st January 2018)

Stage 3 - the candidates who make the final list will be invited for an interview in Brussels (22nd January - 2nd February 2018)

If you have any questions or concerns please do not hesitate to contact MIJARC Europe's office: office-europe@mijarc.info

Good luck to all candidates,
The European Team of MIJARC Europe