

## CALL FOR SECRETARY GENERAL

as a parental leave replacement (01.01 2025 – 31.01.2027)

Youth of European Nationalities (YEN) is looking for a full-time Secretary General as a parental leave replacement for the YEN office in Berlin from 1 January 2025 until 31<sup>st</sup> January 2027, with an option for regular employment after the parental leave replacement time ends.

This time includes a familiarisation phase in January and February 2025.

*The Youth of European Nationalities (YEN) is the largest network of youth organisations of autochthonous, national, and linguistic minorities in Europe. Under the slogan "Minority Rights are Human Rights", YEN represents the interests of young members of national, ethnic, and linguistic minorities currently 41 member organisations from 18 countries.*

### Job Description:

- Management of the YEN Office and conduct of its daily affairs (including administration and communication);
  - Financial management of the organisation: budget controlling, handling of YEN's bank accounts and all payments, bookkeeping etc;
  - Fundraising (searching for grant opportunities and developing partnerships);
  - Development of project ideas; preparation and reporting of grant applications (on the European, national and regional level);
  - Management and support of YEN staff;
  - Supporting the voluntary work of YEN's board members and their activities;
  - Work in the field of European minority policy and European youth work.
- Being Secretary-General of YEN is a demanding position, requiring excellent organisational and leadership skills.

### Preferred qualifications of the applicant:

- Excellent knowledge of both English and German, additional languages are an advantage;
- Experience in NGO work, preferably youth organisations, ideally on a European level and in a leading position;
- University degree and/or relevant work experience;
- Proven practical experience in financial and project management, application writing, and reporting to various institutions;
- Excellent organisational skills, ability to multi-task and work under high pressure and tight deadlines;
- Ability to lead, motivate, and support the team as well as delegate tasks;
- Strong oral and written communication skills as well as intercultural competencies;
- Experience or interest in the field of human rights and/ or autochthonous national minorities is an advantage;

- Willingness to work flexibly, occasionally on the weekend, and willingness to travel;
- Knowledge about politics, policies, history, and European contexts.
- The applicant should show flexibility, initiative, personal commitment, and motivation on supporting the activities promoted by the organisation.

#### **We offer:**

- Full-time position (40 hours per week);
- Flexible working conditions;
- Workplace in the centre of Berlin (Mitte) with good public transport connection;
- Frequent and extensive travel;
- Work in a dedicated young team;
- Inspiring and creative work environment at international level;
- The opportunity to enhance your knowledge of national minorities in Europe and youth work.
- Salary: 2900€

#### **The applications should include:**

- An application letter in English or German explaining the candidate's motivation and qualifications;
  - A curriculum vitae,
  - If available: references and credentials.
- ➔ All in one PDF file.
- A short introductory video in the language other than the application letter either English or German would be appreciated.

**Work start:** Preferably 1<sup>st</sup> January 2025 (latest start 1 March 2025)

**Job Location:** Berlin-Mitte, Germany

**Application deadline:** 24 November 2024, submitted to [secretary.general@yeni.org](mailto:secretary.general@yeni.org)

The job interviews will take place in Berlin or digitally between 4 and 8 December 2024.

#### **Contact:**

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