



# Active Citizen Europe

## **COMMUNITY ENGAGEMENT VOLUNTEER**

Active Citizen Europe was founded as a non-profit seeking to initiate programmes working with young people to promote inclusive youth engagement in civil society through dialogue and community projects. We are seeking volunteers to join our team.

The role involves research work, building relationships and liaising with civil society partners and attending and supporting the organization of events, as well as some administrative work shared by all members.

The successful candidate will have a good understanding of EU policy-making and experience in undertaking research, drafting a variety of outputs and writing briefs, and attention to detail. Experience in and knowledge of education and youth culture is an advantage. S/he will be enthusiastic and innovative.

### **Role Profile**

#### 1. Research and analysis:

- Compile, summarise, and present documents using a variety of sources and appropriate technology/software;
- Maintain an awareness of relevant EU policy discussions and meetings, and share this information within the team;
- Draft content, such as project summaries and project activity reports;
- Draft other written material for a range of audiences;
- Update internal research and contacts databases; maintain files/records;

#### 2. Event organisation and network building:

- Support the organisation of events and meetings: draft invitations, track responses and draft participants lists, coordinate the administrative and logistical aspects of the meeting, take minutes and draft meeting notes, track participation level (...);
- Help maintain relations with relevant international, European and local civil society to advance ACE's objectives;
- Support colleagues to ensure that ACE is visible and accessible to supporters, Donors and the communities in which we work;
- Represent ACE at meetings with supporters.

### 3. Team work and other activities:

- Contribute to team meetings, team-building and positive professional relationships;
- Perform any other duties as assigned.

### **Candidate Profile**

- Enthusiasm for and interest in working in either the non-profit, education or EU contexts;
- Strong written and spoken communication skills in English; additional languages are an added advantage;
- Excellent collaborative skills and ability to establish effective working relationships with the team and with partners;
- Active commitment to respecting equality and diversity;
- Efficient, well-organised, able to multi-task and work autonomously on a given project;
- Committed to integrity, honesty and transparency.
- Discretion and the ability to respect the confidentiality;
- Ability to work within the values of the organisation, including environmental sustainability, and within the financial constraints of an NGO.

### **Location**

Tele-working, with regular on-site meetings in Brussels, and the possibility to attend related events when available.

### **Terms and salary**

This position can be full-time or part-time (the load will be negotiated), and offers flexibility in work hours and working from home. We prefer a commitment of at least three months to ensure some continuity and learning, but shorter apprenticeships can be discussed. This volunteer position is unpaid, but we endeavour to make the experience interesting and educational by offering broad exposure to the EU NGO scene, the inner workings and challenges of charities, and to a range of professionals working in the Brussels context.

### **Application**

To apply, please send your CV and a 1 page cover letter explaining your motivation to volunteer with Active Citizen Europe to [contact@activecitizeneurope.org](mailto:contact@activecitizeneurope.org). Applications are considered on a rolling basis.