

EUROPEAN YOUTH CARD ASSOCIATION (EYCA)
is looking for
A PART-TIME FREELANCE PROJECT COORDINATOR
for an EU funded project “Mobility in the Mind”

European Youth Card Association (EYCA) is an association of 38 member organisations who issue European Youth Cards to nearly 5 million cardholders in 36 countries across Europe to promote youth mobility and active citizenship.

Mobility in the Mind is a project co-funded by the European Commission that will enable EYCA members to build upon, extend and promote youth employment and entrepreneurship. Actions are to be developed in 2015.

Mobility in the Mind will generate intelligence about supporting young people to co-create routes to finding and generating work for themselves in Europe. EYCA will cooperate with stakeholders, including the business sector; to identify and create European Youth Card related opportunities in specific sectors of the economy:

- Green energy, environmental conservation, sustainable construction etc.;
- Tourism and hospitality
- Communications/digital technology
- Cultural industries
- Social enterprise

EYCA is looking for a freelance Project Coordinator, working part time to start on February 2015.

EYCA offers:

- Part-time job as a freelancer who will work with EYCA for duration of 12 months.
- A dynamic, diverse and demanding work programme with contacts to EYCA member organisations in different European countries.
- Coordinating position of a European project to promote and gather information about youth entrepreneurship and employment.
- Working with a team of five co-leaders from five EYCA member organisations in Europe.
- Opportunity to travel.

Project Coordinator:

- The Project Coordinator will work to develop the project under the supervision of EYCA's Director. She/he will be responsible for producing and managing

project plan with clear vision, objectives, milestones, impact measures, projected outcomes, monitoring mechanisms and evaluation. The Project Coordinator will work directly with the five participating EYCA member organisations to deliver activities consistent with the business plan, to ensure the integration of evidence building and learning throughout the project delivery, and to support the Director to scope out future implementation of activities post cessation of EU funding.

- Assists and supports five EYCA member organisations to develop the work programme of the project
- Works on establishing strategic partnerships in close cooperation with EYCA Director and EYCA member organisations
- Works together with EYCA Director in the final report of the project

Candidates should meet the following requirements:

- Experience in managing (EU funded) projects, preferably related to youth field
- Experience in developing project plans. Programme implementation and monitoring of budgets
- Experience in working for or with a membership based association
- Knowledge or interest in youth entrepreneurship and employability.
- Excellent organisational skills
- Excellent English
- A willingness to travel and work as a freelancer

The following attributes are also desirable:

- Understanding of the European youth sector
- Highly developed communication skills and experience and ability to work in a multi-national and multi-cultural environment.
- Work related experience with the European Youth Card.

Please send your application with a motivation letter mentioning a range of payment expected for the project and a CV to: HR@eyca.org

Applications should be submitted by Thursday 29 January 2015. Please note only selected candidate will be contacted on Wednesday, February 4th 2015.