



Job Description: ECPYouth General Secretary

Overview

- General Secretary of the ECPYouth (European Christian Political Youth).
- 20% Full Time equivalent
- Ability to be based in Amersfoort (the Netherlands) once per week, starting in September 2017.

Who we are

ECPYouth is a proactive political European youth organization that brings together Christian Democratic youth movements and individuals in promoting Christian values in politics and building upon a strong Christian Democratic alternative in Europe.

Founded in July 2004 in Kortenberg, Belgium, ECPYouth is the official youth organization of the European Christian Political Movement.

ECPYouth actively advocates for the enhancement of youth political participation and places strong emphasis on empowering young Christian Democratic leaders through training, events, networking, and cooperation opportunities within our network.

The role

The General Secretary will have the tasks of coordinating and implementing the actions of ECPYouth on a practical level. Responsibilities will include managing the finances of ECPYouth, attending events across Europe, reporting on activities, managing back office duties, and contributing to political campaigns. The General Secretary will have a key role in the development of the ECPYouth at the European level.

We are looking for someone with financial experience, who is also a strong administrator and has a keen interest in politics from a Christian perspective.

More specifically, the General Secretary will have the following standard activities

Financial

- Reimburse the expenses of Board members, speakers and others
- Produce a (written) financial year-end report (alongside external financial support)
- Report about the financial results of the year at the ECPYouth General Assemblies
- Manage the bank account

- Purchase necessary materials

Administrative & Organisational

- Organise relevant Board and other meetings
- Administer all materials at the ECPYouth headquarters
- Administer electronic materials
- Help Board members organise regional and annual events

Communication

- Responsibility for being editor-in-chief for the monthly newsletter
- Contact person for affiliated organisations
- Assist with website and social media maintenance & communications
- Creation of regular promotion material

Application process:

If you feel you have the necessary skills and experience to be able to competently fulfil this role, and you are willing to travel (if necessary) and contribute to European politics from a Christian perspective, please apply and tell us why we should appoint you!

Please send the following application documents to the ECPYouth Secretary, Lizzie Francis (francis@ecpyouth.eu) before August 1st 2017.

- Your CV in English
- A cover letter (1 page maximum)
- Any other documents you think are relevant for this application.

Your application will be reviewed and you shall be contacted for an interview to take place (either in person or via Skype) in August 2017.