

# VACANCY NOTICE

## Project Coordinator for the Working Groups of Non-Kin-State Minorities and Education

FEDERAL UNION OF EUROPEAN NATIONALITIES

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**FUEN** represents the interests of the European minorities on a regional, national and in particular on the European level. With around 100 member organisations in 35 European countries FUEN is the largest umbrella organisation of the autochthonous, national minorities / ethnic groups in Europe. FUEN is committed to protect and promote the identity, language, culture, rights and individual character of the European minorities. FUEN was founded in Paris in 1949. Currently FUEN is located in three cities: Flensburg, Berlin and Brussels.

The **Non-Kin-State Working Group** and the **Education Working Group** have been active under the governing body of FUEN since 2017. They see themselves as solidarity communities that enable minorities, with the support of the umbrella organisation, to address specific topics and areas of responsibility that meet their special needs and challenges. To support the activities of the working groups, we are looking for a part-time Project Coordinator (75 percent / 30 hours per week) as of September 1st, 2019.

### RESPONSIBILITIES

- » Coordination and further development of the Working Groups of Non-Kin-State and Education under the governing body of FUEN,
- » Content and logistical planning as well as execution of the annual meetings of both working groups, including elaboration of the results,
- » Preparatory public relations work,
- » Management of project funding,
- » Support of further FUEN projects,
- » Office management in Berlin.

### PROFILE

- » Knowledge about the minorities in Europe, knowledge in the field of education or pedagogy is preferable.
- » Completed relevant studies or comparable training,
- » Experience in project work, project management, and planning of seminars,
- » Fluent in German and English, additional knowledge of other languages including regional and/or minority languages are an asset,
- » Good networking and teamwork skills,
- » Enjoy working with people from different cultures and be willing to travel,
- » Experience with Microsoft Office programme.

### WE OFFER:

- » Exciting Europe-wide projects,
- » A dedicated European team,
- » An attractive and versatile working environment,
- » Payment in accordance with TVÖD Bund E9.

In case of equal suitability, severely handicapped persons are preferred according to SGB IX. The position is initially limited until December 31st, 2019, with the possibility of an extension. We are looking forward to receiving your application including your next possible entry date. Sent your documents, preferably in digital form, to [info@fuen.org](mailto:info@fuen.org) by the **26th of July** at the latest.

→ **For further information please contact FUEN Operations Manager NEHLE MOMMSEN, email: [info@fuen.org](mailto:info@fuen.org), phone: + 49 461 128 55.**