

22.08.2024

DESCRIPTION:

The organization YMCA MOVEMENT- YMCA LEVIZJE announces a vacancy for two open entry-level job positions one in Prishtina and one in Gjakova :

Two Project Assistants:

1 x Prishtina

1 Gjakova

Are you a caring, honest, respected, and responsible person? If yes, please do not hesitate to join our team that has these core values of the job.

About the organization:

YMCA MOVEMENT is an organization based on the values of volunteerism that aims to inspire and encourage leadership among young people and assist in healthy community development. YMCA MOVEMENT is a full member of the YMCA Europe Federation. YMCA is the first youth organization in the world founded in 1844.

Job location: Municipality of Prishtina and Municipality of Gjakova

Duration: 4 months with possibility of extension (full time)

Main responsibilities:

- Assist in organizing youth/project activities;
- Assists in space maintenance to be at the highest standards for young people;
- Assist in facilitating official meetings when needed;
- Maintain data and records of the organization/projects;
- Provides general administrative and organizational support as needed;
- Assist in leading other projects and initiatives at a national level when required;
- Assist in monitoring, reporting, and the implementation of projects;
- Ensures that the visibility of the project is by all the donor's regulations and YMCA guidelines;
- Work for the YMCA vision and mission,
- Assist in the development of youth practices and policies
- Engages and assists in other programs of the organization when needed and required.

QUALIFICATIONS:

- Bachelor's Degree in Social Science and Volunteering experience preferred.

- Flexible and willing to adapt to change based on needs.
- Must have a personal philosophy compatible with the purpose, mission, and core values of the YMCA.
- Open to working in different time schedules and traveling nationally and/or internationally.
- Experience working with young people (preferred);
- Be committed and willing to learn;

Benefits and Compensation:

- Salary 325-375 Euro depending on experience

How to apply:

Interested candidates / please send a CV and a motivation letter to the email address: **office@ymcacosovo.com**.

In the subject of the email please write the position which you are applying for. Applications are accepted until **31.08.2024**, all applications submitted after this date will not be considered.

Only shortlisted candidates will be contacted for an interview.

Note: *The YMCA Movement is an Equal Opportunity Employer. To provide equal employment and advancement opportunities to all individuals, employment decisions at the YMCA will be based on merit, volunteering experience, qualifications, and abilities. YMCA does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity.*