

21/09/2022

**DESCRIPTION:**

The organization YMCA MOVEMENT- YMCA LEVIZJE announces vacancy for two open positions:

**1. Project Assistant- Camp Pietershan (Part-time)**

**Are you a caring, honest, respectful, 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 assists in healthy community development. YMCA MOVEMENT is a full member of the YMCA World Alliance & YMCA Europe Federation.

**Job location:**

1. Municipality of Gjakova

**Duration:**

6 months with the possibility of extension (part-time, 25 hours per week)

**Main responsibilities:**

- Assists the Director in building/maintaining camp operations;
- Assists in digital platforms and updates for the camp;
- Liaise with contractors to ensure work is completed and to high standard;
- Work with the director for programming and systems;
- Maintain data and records;
- Provides general administrative with a focus on Camp Pjetershan;
- Assist other projects and initiatives at a national level when required;
- Work as part of the Regional YMCA team;
- Work to the YMCAs vision and mission;
- Assist in implementing the current strategy of the organization “One way, One Y”;

**QUALIFICATIONS:**

- Related NGO experience preferred;
- Must be able to work in English;
- Is organized and has attention to detail;
- Has personal values aligned with the organizations;
- Experience working with young people (preferred);

**How to apply:**

Interested candidates / please send a CV and a motivation letter to the email address: [office@ymcacosovo.com](mailto:office@ymcacosovo.com).

**In the subject of the email** please write the position which you are applying for.

Applications are accepted until **30.09.2022**, 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. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at YMCA will be based on merit, volunteering experience, qualifications, and abilities. YMCA does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation and gender identity.*