

NETWORK COORDINATOR

Brussels, BE – Full-Time



About the Company:

AGBU Europe is the European district of the international Armenian organization AGBU (www.agbu.org). Established in 1906, AGBU is the world's largest non-profit Armenian organization. Headquartered in New York City, AGBU preserves and promotes the Armenian identity and heritage through educational, cultural and humanitarian programs, annually touching the lives of some 400,000 Armenians around the world. AGBU Europe (www.agbueurope.eu) coordinates and develops the pan-European activities of AGBU, including leadership training and awareness raising.

Job Description:

The Network Coordinator (NC) will be responsible for helping various AGBU avenues collaborate and thrive. Some of these avenues include activities, chapters, and young professionals, in more than 14 countries in Europe. The NC will play an essential role for AGBU Europe in providing assistance, helping circulate information, and helping different groups network and aim for high valued activities.

Responsibilities:

- Maintain contact with each of AGBU's chapters, groups, and offices in Europe, stay informed of their activities and provide them with the information they need
- Assist them and their members with taking part in all relevant international activities, such as youth programmes, competitions, training and educational programmes, fundraising, and advocacy campaigns
- Provide support to each group's leadership to address their needs and develop their potential for the benefit of the group; more generally obtain or provide assistance to address the needs of chapters and YP groups, such as advice or training
- Help to recognize and transfer best practice between groups.
- Coordinate attractive and high value-added meetings and training programmes
- Help develop, implement and update guidelines by which chapters and affiliated groups should work
- Formulate proposals to the organization to improve its work in this field
- Work closely with members of the office to ensure a seamless delivery of outputs

Skills and Competencies:

- Excellent organizational and group facilitation skills
- Excellent written and oral communication skills in English and Armenian. French is also a plus.
- Excellent interpersonal skills

Qualifications:

- You are interested in contributing to the cultural, intellectual, social and educational development of the Armenian diaspora as well as in the development of the Republic of Armenia
- You believe that leadership and group work are key to innovation and development
- 2+ years of work experience
- B.A. or B.S., preferably in Management, Cultural Management, Communications, Social Sciences or related

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- Substantial experience of working as a volunteer or with volunteers

Ideal candidate must demonstrate core AGBU values: Trust, Accountability, Teamwork, Service and Respect for Diversity. Email résumé and cover letter to nicolas.tavitian@agbueurope.com. Submissions will be accepted until August 10, 2018. Interviews will be scheduled from September 1-15th. Salary commensurate with experience. No phone calls please.

- Experience with social media applications and Microsoft Office
- Belgium residency or citizenship required

To Apply:

- Email CV and cover letter to **Nicolas Tavitian** at nicolas.tavitian@agbueurope.eu
- Deadline: August 10, 2018
- Interviews will be scheduled from September 1st to September 15th in Brussels
- Applications should include the contact information of two references.
- Supporting information such as recommendation letters, writing samples, and online information about previous assignments are welcome

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