



Brussels, November 2024

## Open Call for General Secretary

### **The Ecumenical Youth Council in Europe (EYCE) is looking for candidates to fill the position of General Secretary**

EYCE is an international non-governmental youth organisation which seeks to strengthen Christian unity among young Christians and is engaged in the work for justice, peace and the integrity of creation. It consists of various national and international member organisations across Europe and is led by an Executive Committee of young volunteers.

The General Secretary is responsible for the management of EYCE's office and a legal representative of the organisation under the supervision of the chairperson and the treasurer of EYCE. The General Secretary works closely with the Executive Committee to implement its decisions and to support their work. The position is **10 hours/ week and limited to six months with the intention to continue the contract and to increase the volume of employment**. As the work can be done remotely we do not require the new General Secretary to move to Belgium.

The General Secretary's responsibilities are especially:

- Management of EYCE's office
- Financial management of EYCE together with the Treasurer
- Writing of grant-applications, project planning, implementation and reporting together with volunteers
- The organisation of statutory meetings
- External and internal communication
- Coordination of external representation, including the possibility of representing EYCE
- Manage a diverse group of volunteers

---

Ecumenical Youth Council in Europe aisbl | Conseil Œcuménique de la Jeunesse en Europe aisbl

Rue Brogniez 44 – 1070 Bruxelles – Belgium

E-Mail: [general.secretary@eyce.org](mailto:general.secretary@eyce.org) – Web: [www.eyce.org](http://www.eyce.org)

Bank details: KBC Bank, Agence Marnix – BIC/Swift: KREDBEBB – IBAN: BE30 7340 0440 4011

Executive Committee: Aino Vihonen (Chair), Steven Edwards (Vice-Chair),  
Harald Skoglund Dahler (Treasurer), Saara Alamäki, Pavel Ruzyak,  
Alan Shiyar Nediya Mattathil Thankachan



The General Secretary should have:

- A thorough understanding of and interest in Ecumenism and Christian youth work
- Interest in Europe and sensibility for its cultures, diversity, and political affairs relevant to EYCE
- Experience with institutional fundraising and project management
- Experience in NGO work, ideally on a European level and/or in Christian youth work
- Excellent language skills; fluency in English is a precondition, any other European languages and especially French or Dutch is considered an asset
- Self-motivation and ability to work independently
- Communication, presentation and networking skills
- Understands the importance of well-kept finances, bookkeeping and is organised
- Team management and leadership skills
- Ability to work with a wide range of volunteers
- Willingness to travel frequently and occasionally work weekends and evenings
- A degree from a relevant study program

The applicant should show flexibility, initiative, personal commitment and motivation in supporting the activities promoted by the organisation. EYCE will issue a working contract under Belgian law, limited for half a year, with the intention of extension, including a trial period of 2 months, starting ideally on 1 February 2025.

Monthly brut salary: 870 Euros

The General Secretary will have 20 holiday days per year on a pro-rata basis.

The application deadline is **15 December - 15:00** (CET).

Interviews for this position will be held online on 8 January 2025. Invited candidates will be assigned a task for the interview. Suitable candidates might be interviewed before that if available.

Please send applications in English by email addressing Aino Vihonen (chairperson of EYCE).

Any questions should be addressed to the chairperson - [aino.vihonen@eyce.org](mailto:aino.vihonen@eyce.org) - and the treasurer (Harald Skoglund Dahler) - [harald.dahler@eyce.org](mailto:harald.dahler@eyce.org).