



Secretary General

European Union of Mountaineering Associations (EUMA)

Job Description

EUMA

We are an umbrella organisation of European mountaineering associations from 24 countries with approximately 3 million members.

We strive to include mountaineering in European Union priorities as an important factor of quality of life and to be recognised as the dialogue partner for mountaineering by EU institutions.

We are looking for:

General Secretary: Head of Administration for EUMA and person dealing with ERASMUS + project

Able and experienced to work inside the EU institutions, lobbying, create network and to manage office work.

Language is English, knowledge of French desirable

Seat/office: The employment contract is probably only possible in Belgium / we are checking alternatives. The Erasmus+ rules look quite strict, but have not yet been published in full detail.

Working-time: approx 8 days/month, extension feasible if necessary (timing depends on workload and travelling)

Job Description

Part 1: Lobbying and General Administration

Build and organise network with EU institutions, Europ. Parliament (Member of Parliament, Committees, Intergroups..), NGO`s (Euromontana, ERA, ...), communication to partners and members, public relation, support homepage, participation of dedicated conferences, create initiatives (e.g. for nature protection, access rights, support own workshops), administration in general like coordination, organisation and attend to presidium meetings and general assembly

Part2: Managing Erasmus+ Programme for EUMA

Support Erasmus+programme, represent EUMA in all programme meetings, coordinate EUMA representatives in group sections, communication of results, gain success out of meeting results

We offer:

Very interesting area of responsibility

Teamwork with a highly motivated presidium

Flexible working hours , homework

Longterm contract expected

Adequate payment

Inception of contract: February 1, 2020 (details to be discussed)

Applications including CV should be sent to info@european-mountaineers.eu by December 13, 2019.