



**Vacancy Announcement Network Outreach Coordinator  
(based in and focused on Central (Eastern) Europe)  
100% or 80% open-ended contract**

Climate Action Network Europe, Europe's largest coalition working on climate and energy issues, is currently seeking a highly motivated and dynamic Network Outreach Coordinator for Central (Eastern) Europe to join our team. He or she will be based in the Eastern European region, but will travel regularly to Brussels. S/he will collaborate with the network team of CAN Europe and will take specific responsibilities to develop and strengthen our network in Central (Eastern) Europe. Specific responsibilities are outlined in the attached job description.

**Required qualifications:**

- Relevant education, training or experience;
- Minimum 3 years of experience in NGOs (knowledge of Central (Eastern) European NGOs is an advantage);
- Excellent spoken and written English, other Central (Eastern) European languages are an advantage;
- Organisational, interpersonal skills, flexibility, and reliability;
- Excellent problem-solving and communication skills;  
Values working within an international team and network across different cultures;
- Management of multiple tasks.

**Preferred/desirable qualifications:**

- Relevant professional or voluntary experience within Central (Eastern) European NGOs or in a European/International network (with focus on Central (Eastern) Europe);
- Computer skills; knowledge of databases and community platforms is an advantage;

This position is based within Central (Eastern) Europe, with a focus to work in Poland, Czech Republic, Bulgaria, Romania, Slovakia and Hungary. So we look primarily at candidates with a background in these countries. S/He can work from home, or an office space at one of our members can be discussed. S/he will regularly travel to the CAN Europe office in Brussels (Belgium). This position is based on an open-ended contract (100% or 80% - to be discussed).

To apply, please send a letter of motivation and CV in English [jobs@caneurope.org](mailto:jobs@caneurope.org)

**\*\* The letter of motivation should clearly demonstrate why you want the job, stating why you wish to work for a climate NGO and how your skills and experience are relevant for the job requirements detailed above \*\***

**Closing date for applications: Monday 31 December 2018 by Midnight.**

(Skype) Job interviews on Tuesday 8 January (first round) and Monday 14 January 2019 (second round).

Expected start date: As soon as possible thereafter

**Contact**

Phone inquiries to Eddy De Neef, +32 491 07 44 00 or [eddy@caneurope.org](mailto:eddy@caneurope.org).



## CAN Europe Job Description

<p><b>Position/Title</b></p>	<p>Network Outreach Coordinator (focus on Central (Eastern) Europe)</p>
<p><b>Goal of Position</b></p>	<p>Ensure CAN Europe’s Secretariat is connected well with its Central (Eastern) European members (and other partners) to maximise the political effectiveness of the network – and to provide support to vital internal tasks of the Secretariat’s operation</p>
<p><b>Main functions &amp; responsibilities</b></p>	<p><b>Network outreach</b></p> <ul style="list-style-type: none"> <li>• Support &amp; coordinate Central (Eastern) European NGOs at national level and in relation to European and international policy (on energy, climate and development issues). So primarily focusing on Poland, Czech Republic, Bulgaria, Romania, Slovakia and Hungary.</li> <li>• Maintain database of members and key relevant partners and political contacts</li> <li>• Support the development of a CAN Europe community platform</li> <li>• Assist in the development, maintenance, and distribution of marketing material of the network and information updates to the network (including via the website) in liaison with the team</li> <li>• Perform regular evaluations of network usage and effectiveness</li> <li>• Scope out potential new members, partners and stakeholders</li> <li>• Provide support to other CAN Europe events and meetings and related network processes, as necessary</li> <li>• Attend internal and external meetings relevant to network outreach and staying on top of overall political context</li> </ul> <p><b>Fundraising and reporting</b></p> <ul style="list-style-type: none"> <li>• Actively seek fundraising opportunities related to relevant policy dossiers and/or opportunities to increase capacities of our members in Central (Eastern) Europe, and develop project concepts and applications in line with CAN Europe’s fundraising strategy and in coordination with and with the approval of the Director</li> <li>• Regularly report on activities undertaken in writing through the CAN Europe reporting system and against individual projects and grants as required</li> <li>• Provide input to other fundraising and reporting activities as required</li> </ul> <p><b>Input to internal affairs</b></p> <ul style="list-style-type: none"> <li>• Participate in team-wide processes and matters relevant to the organisation as a whole as required</li> <li>• Work on other projects as assigned by the line manager</li> </ul>



<b>Time requirements</b>	Full-time or part-time (80%) Indication on split between areas and responsibilities below
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% of Time	Main team responsibilities
20	Administration and finances
10	Communication and representation
70	Coordination and outreach
100	TOTAL

% of Time	Specific responsibilities
70	Network outreach/ coordination
10	Fundraising and reporting
20	Internal affairs
100	TOTAL

<b>Supervisory responsibilities</b>	Support staff and interns, as appropriate
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<b>Line management</b>	This position is managed by the Head of Network Outreach
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