

Call for event logistic and educational support

1. Organisation

Name: Center for Intercultural Dialogue
Youth Center MultiКyлTи
Address : Mesna Zaednica Tode Mendol, bb Vuk Karadzic
1300 Kumanovo
Phone no: ++389 78 350 598
Email: info@cid.mk
Webpage: www.cid.mk // www.multikulti.mk

Contact person

Name: Dragana Jovanovska
Phone no: ++389 71 390 192
Email: info@cid.mk
Deadline: 26.11.2017, 13:00 h.

2. General description

Position: Event logistics and educational support

3. About the project:

The project consists of **two youth exchanges** with young people from Italy, Republic of Macedonia and Wales, UK based around online youth magazines. One exchange will take place in Macedonia and the other will take place in Wales.

The reasons for the project are to **exchange methods and ideas of Online Youth Activism**, particularly in Europe based around the concept of Online Magazines or 'E-Zines' for employability or entrepreneurship. The objectives are to exchange knowledge, experience and methodologies through non-formal and practical approaches with two exchanges providing an insight to the workings, management and arrangements of each project's magazine as well as developing an intercultural aspect to the industry.

4. Tasks and responsibilities

1. Logistics and coordination:

- ✓ Contacting and arranging items instructed by project coordinator in local languages.
- ✓ Contacting and overall communication with participants.
- ✓ Arranging and coordinating participants arrivals and travel.
- ✓ Arranging accommodation, food, venues for performances.
- ✓ Purchasing required materials and other items for the project.
- ✓ Photos and social media promotion in local languages.

2. Educational support:

- ✓ Support Educational coordinator with the activities in the mobility
- ✓ Developing and writing session plans
- ✓ Conduct evaluations
- ✓ Attending preparation meetings
- ✓ Reports on the conducted educational activities

4. Qualifications

- ✓ Fluent in at least one of the local languages (knowing both languages will be considered as an asset)
- ✓ Good knowledge of English
- ✓ **Willing to develop their competences in facilitation and project coordination**
- ✓ Enthusiasm for the project topic
- ✓ Good local knowledge of Kumanovo: bars, shops, parks, etc.
- ✓ Priority will be given to members of the General Assembly of CID.

5. Conditions

Period:	Part time engagement in the period December 2017 – April 2018 (approximately 6h per week)
	Full time engagement in the period 16 – 24 December 2017 and 4 – 12 March 2018
Payment:	total of 18 000 MKD gross amount for both exchanges
Special requirement:	Must be able to attend the second part of the youth exchange in Wales at the end of February 2018

6. How to apply

Please send your CV and motivation letter to:

info@cid.mk

The subject on the email should be '**Application for event logistic and educational support**'

The pre-selected candidates will be contacted by the organisation latest 27 November 2017.