



VACANCY

Position: Freelance Project Coordinator

Start Date: 1 March 2012

Duration: 10 months (1 month trial)

About the organization and the function

Platform Spartak is a dynamic organization based in The Hague and active in the field of European culture and youth. The association aims to foster and facilitate inspiring encounters of young Europeans and local scenes of underground artists. Platform Spartak is part of an international network of cultural and youth organizations, implementing several projects per year. The members share basic ideas on the future of Europe, but there is also space for diversity and debate.

In 2012 the organization receives an operating grant of the youth section of the European Commission. The work plan for that year includes 5 programmes (Streets Music Exchange Programme, Comixiade Programme for young comic artists, Urbania Programme for creative media makers, the European Voluntary Service and Training and Networking). The Project Coordinator supervises the implementation of this work plan. He/she is also responsible for the dissemination of the results of these programmes by means of campaigns, publications and showcase events.

Platform Spartak is a voluntary association (Dutch: 'vereniging'). It is made up of a board, which gives assignments to a number of freelancers. The board is responsible for the long term strategy and financial policy of the organization. The freelancers are responsible for running the office on a daily basis. Recurring freelancers have distinguished roles within the organization. In the function of Project Coordinator, you cooperate closely with the other freelancers, but the board has the final responsibility over your tasks.

Tasks and responsibilities of the Project Coordinator

- To prepare and chair the weekly meeting of freelancers and to divide the project tasks
- Responsible for the short and midterm planning of the organization (on project level)
- To contribute to the long term planning of the organization (in cooperation with the board)
- Responsible for the coordination of the communication and dissemination of results of the activities in close cooperation with the Communications Manager
- Responsible for the coordination of the fundraising in close cooperation with the Fundraiser
- To manage the financial administration of the organization in cooperation with the Project Managers, the Treasurer and an external administration agency

Applicant's profile

- Experience in project work in the youth or cultural sector
- Experience with financial administration or willing to attend a course on this topic
- Idealistic and motivated to work in a small devoted team
- Available to come to the office of Platform Spartak in The Hague for 3 or 4 days per week
- Available to attend monthly board meetings, usually on Saturdays or in the evening
- Accurate, responsible, creative and able to develop contribute to a long term vision
- Good command of English and Dutch
- Excellent intercultural communication and social skills

We offer

- A responsible job in an informal, young and dynamic organization
- Opportunities for learning and professional development in the field of management, communication and accounting
- Access to a widespread international network of interesting cultural and youth organizations
- A freelance fee of € 8.000 to € 10.000 (including. VAT) depending on experience for the whole period of 10 months.

How to apply

Send a cover letter and C.V. by email to Alvin van Dijk (alvin@platformspartak.eu) by February 20 2012, before 12:00 CET. Interviews will take place in between February 22nd and February 27th. Preferred starting date is Thursday, March 1st.