



SAMARITAN INTERNATIONAL e.V. (SAM.I.)

Junior policy officer

SAM.I. ist a European Network of 16 aid and welfare organisations in various European countries. More than 130.000 volunteers and 40.000 employees form the basis of SAM.I., the international network of politically and denominationally independent Samaritan organisations in 15 countries. Our members pool their long standing experience in the areas of social services, rescue services, first aid training, civil protection and humanitarian aid.

To support the SAM.I. network we are, for the earliest date possible, looking for a

Junior policy officer

The position is full time (40 hours per week). It is conceptualized from our two main tasks: the support of the day-to-day network activities of the general secretariat and the coordination and support of current international project cooperations, with regards to conceptualization, content and administration. The position is has a preliminary fixed term of two years. The primary place of work is Cologne but the position requires frequent trips to other European countries.

Your Tasks:

- Coordination with international partner organisations and SAM.I. members, as well as contacts in other organisations and networks
- Conceptual and administrative support of the SAM.I. general secretariat in their day-to-day correspondence with the member organisations
- Administrative support of projects, events and other SAM.I. meetings
- Work on project grant applications for the funding of partner activities
- Research and data collection
- Active dissemination of information about European events and funding programmes
- Editorial work for the various SAM.I. publications
- Maintenance of our website and social media channels
- Basic support tasks and general office work, on the basis of the SAM.I. general secretariat's strategic planning

Requirements:

- University degree or equivalent (preferably in political science, international relations)
- Thorough knowledge of the European Union (Institutions, Modes of decision, policy fields)
- Experience in the implementation of projects, planning of events (preferably in the context of EU programmes)
- Knowledge about the planning and execution of surveys/data collection
- Very good knowledge of English and German (Business fluent, qualifications preferred)
- Very good IT skills
- Experience in association work
- Experience in press work
- Networked and interdisciplinary thinking

Interested in applying? Then please send in your application with cover letter, CV and relevant credentials via e-mail (in PDF format) to s.havekost@samaritan-international.eu. Please submit your application by April 15, 2014.



For further information, please contact Ms. Havekost, Tel. +49 (0)221 47605-275, e-mail: s.havekost@samaritan-international.eu