

Job opening –

Model European Parliament (MEP) Macedonia Coordinator

Key Qualifications:

- **(required) University diploma**
- **(required) English Fluency, near native spoken and written English**
- **(required) IT fluency, familiarity with MS Office, Google tools, office equipment**
- **(preferred) 5 years working experience and 5 year experience as civil sector activist**
- **(preferred) Command of multiple European languages**
- **(preferred) Experience with MEP or similar programs**
- **(preferred) Experience in professional development**

Supervises: Volunteers

Interfaces with: Secondary Schools, MEP Mentors, MOE, Diplomatic Core, NOVA IT/support staff

Reports to: Principal, NOVA High School; MEP central office, the Hague

Approximate General MEP Program Coordination Tasks:

- **Staff the office of MEP at NOVA International Schools**

Staffing the office full time, and interfacing with various stakeholders of NOVA International Schools

- **Coordinate MEP events**

Issuing invitations, general info, agendas, travel info, invoices to all participants

- **Coordinate and conduct simulations/trainings**

Coordinating meetings with participating schools and mentors; in conjunction with seasoned participants of the program, faculty and students, determine specific topics and implement training for new members

- **Register and prepare participants**

Collect and control all registrations of the participants/schools. Ensure that the deadlines are respected and that – if necessary – extra delegations are invited if schools withdraw their participation. Ensure that rules of debate/simulation are implemented and observed at simulations.

- **Keep travel information**

Assemble travel information of the participating delegations and make a clear scheme of arrival times; assist in reserving lodging for participants, usually the delegation and their accompanying teacher

- **Create and monitor the implementation of event programs**

Develop and send participants an outline of events; monitor the setup of the programme, taking in careful consideration time schedules

- **Invite and moderate speakers**

Write official requests to speakers (ambassadors of EU member states and the presidency country in the council of the EU) to address participants at MEP events. Write invitations to officials (public figures, competition juries, etc.) to participate in MEP events.

- **Solicit embassy receptions and patrons**

Send out letters of request for reception / invitations for the opening ceremony to the EU ambassadors / consuls represented in the host country and monitor the response of the embassies / consulates. Collecting and disseminating the details in a table format

- **Create the conference book**

Composing the conference book, with addresses of delegates, committee presidents, members of the presidency of the General Assembly, accompanying teachers and participating schools, discussion topics, and committee divisions, sent by e-mail to the schools, and distributed in hardcopy at events.

- **Coordinate the corrections panel to the resolutions at MEP simulations**

Be present during the conferences and organize a panel – composed by accompanying English teachers – for the correction of the resolutions.

- **Create Certificates for participants**

Prepare participation certificates and hand them out to all delegations at the end of the conference.

- **Coordinating program evaluation**

After events, administer an evaluation survey to participants

- **Insurance**

Make sure that participants have their own medical and third party insurances.

- **Participant Reservations**

Reserve transportation and lodging under reasonable terms for participants to and from events.

- **Host families**

Arrange host family accommodations and supervision for program participants.

- **Actively lobbying for support of program**

Conduct public relations with municipality, city, ministries, and international sector, in support of MEP events\

- **Write grants**

Actively engage in the sustainability of the office through soliciting support and writing of grant proposals

- **Program Implementation**

Implement local part of the programme, such as the organization of lunches, dinners, excursions to events

- **Coordinate volunteers**

Coordinate volunteers (faculty members and seasoned students) to help at MEP events.

- **Teambuilding**

Coordinate teambuilding as part of program of various MEP events.

- **Print materials**

Before the start of each event, documents must be published, printed, photocopied and distributed. During the conference, documents should be produced and copied for all registered participants.

- **Print of name badges and placards for the general assembly**

Participant IDs, name badges, country placards, point of order placards etc.

- **Find venues for events, openings, committee meetings and general assembly simulations**

Find a prestigious venue for various ceremonies of events, committee meetings, and the general assembly simulations.

- **Interface with the community at NOVA International Schools in good faith**

Other tasks that interface the MEP office with the community at NOVA International Schools