

## CALL FOR EMPLOYMENT

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### ASSOCIATE PROGRAM COORDINATOR (PART-TIME)

#### DESCRIPTION

##### **Romedia Foundation**

The Romedia Foundation is a Roma NGO located in Budapest, Hungary. We actively seek to contribute to a positive sense of Roma ethnic identity, combat gender inequalities within the Romani community, and provide authentic counter-narratives to policymakers through the generation and dissemination of media content. To achieve our goals, we offer a platform to amplify the voice of Roma individuals, especially women and youth, to share their experiences with local, national, regional, and global audiences.

##### **Associate Program Coordinator**

We seek an individual to primarily develop, coordinate, implement, and report programming. The Associate Program Coordinator will be responsible for the scheduling and facilitation of various initiatives throughout the calendar year that align with Romedia's values and pursue its objectives. This position requires the ability to manage projects simultaneously, critically assess existing programming, and creatively offer solutions to issues that arise.

#### ESSENTIAL FUNCTIONS & OTHER RESPONSIBILITIES

We foresee that the Associate Program Coordinator will be accountable for tasks that include:

- Assisting in the management of the citizen journalism project, e.g. drafting grant applications and writing interim reports;
- Carrying out Romedia's organization-wide fundraising strategy with diligence;
- Building and maintaining relationships with diverse stakeholders, including establishing connections with foreign representatives in Hungary and strengthening partnerships with other Romani NGOs; and
- Supporting the development of and adherence to various budgets.

## **REQUIRED QUALIFICATIONS & DESIRED KNOWLEDGE**

In order to effectively fulfill the role, you must demonstrate a sense of urgency and a commitment to the vision of the Romedia Foundation. Aside from that, we are looking for someone who is able to identify and anticipate problems, analyze complex situations, and recommend creative solutions; is flexible in their schedule to meet of demands of varying priorities, and proactively seeks opportunities. It is important that you are and/or would like to become familiar with the global, regional, national, and/or local issues related to Roma too. It would be an asset if you have this knowledge from working with civil society organizations and/or human rights initiatives.

### **Citizenship Status**

We are looking to hire nationals of the European Union's member countries.

### **Language Proficiency**

It's important that you are able to listen, read, speak, and write at a native or bilingual proficiency in Hungarian and that you can operate in these capacities at a professional level in English. Romanes is an asset! If you speak another language, especially one within the European Union, that would be an advantage.

### **Technical Knowledge**

Fundamental computer literacy, namely familiarity with the Microsoft Suite and Google Drive, is required. It would be an asset if you were able to work in the Adobe Creative Suite too and/or had a background in programming.

### **Time Commitment**

*Duration:* 3-Month Probation (January/February - March/April), then Part-Time Employment Contract

*Schedule:* 20-35 Hours/Week

## **HOW TO APPLY**

Please attach **Europass CV**, **Cover Letter**, and **1 Academic or Professional Reference** in an email addressed to [internship@romediafoundation.org](mailto:internship@romediafoundation.org) with the subject "Associate Program Coordinator" no later than **15 FEBRUARY 2019**.