

Job Description and Expected Profile

- Logistical preparations such as preparation of the participant lists, communication with the participants, and preparation of the meeting venues.
- Setting up the agenda, preparing and facilitating workshops, preparing content related materials for the meetings, contacting potential facilitators and speakers.
- Take initiative and responsibility while staying accountable to the team agreements.

The fellow will be involved in the organisation of two main events taking place during the project period: General Assembly of ENAR and Summer School for Anti-Racist Activists. Both events will be organised by two separate working groups and the fellow will be part of these working groups and carry out the tasks, which are in line with their skills and experience.

Language Skills

- Fluent knowledge of English

Proposed Time for the NGO Mobility Program

- 15 April-15 July 2020 (3 months)

The program will be implemented in Brussels, Belgium.