

EEE-YFU in Brussels is looking for a motivated assistant interested in the field of adult education and intercultural learning

EEE-YFU secretariat in Brussels is offering a 6-11 month Grundtvig Assistantship under the European Commissions' Lifelong Learning programme



Duration of assistantship: 6-10 months (Depending on the applicant)






Beginning of assistantship: 1 August 2010

EEE-YFU: EEE-YFU is the umbrella organisation of Youth for Understanding (YFU) in Europe. YFU organises long-term secondary school youth exchanges in over 50 countries of the world. EEE-YFU provides services to its member organisations, such as trainings and seminars, fundraising, representation at the European level and information about European policy affecting their work. Much of this work is co-ordinated by the European secretariat, based in Brussels.

YFU exchange programmes are based on home stays, where local families agree to participate in the programme by hosting an exchange student for 6-11 months, while the student attends a local secondary school. This ensures that not only the student, but also the host parents encounter a foreign culture and experience an intercultural learning process. Until recently, the students have been seen as the main programme participants, but as lifelong learning concepts have reached out to YFU organisations, more and more are starting to place host parents at the centre of the programmes and design programmes which target them as one of the main recipient groups. This development requires more attention to the education, preparation and recruitment of this second group of participants, something that is new to many YFU organisations that are currently based on the work of young volunteers.

The Grundtvig assistantship position with EEE-YFU will mainly focus on this task of including adult participants into YFU organisations.

Tasks:

-  conduct research on adult education and intercultural learning
-  support EEE-YFU member organisations in the area of adult education
-  promote training and support projects in the field of adult education to EEE-YFU member organisations
-  create contacts with other relevant lifelong learning organisations
-  identify funding opportunities in the field of adult education for EEE-YFU and its member organisations

Position appeals

- ☁ have the opportunity to play a key role in helping a European organisation develop its competences in the field of adult education
- ☁ gain valuable experience in developing pedagogical approaches and practices in the adult and intercultural learning
- ☁ acquire an insight in European structures and YFU operations
- ☁ attend meetings, conferences and seminars when relevant
- ☁ enjoy the opportunity to work in a European level organisation
- ☁ gain valuable knowledge on lifelong learning at both European and national levels

The assistantship is a possibility to combine an intercultural learning experience with work experience in a European environment. The assistant will be responsible for shaping the project and work in the way they see best fit, while having the opportunity to share and exchange ideas with the other staff members and board. Through the development and implementation of several projects in the area of adult education, it is expected the outcome of the assistantship will be an increased competence for EEE-YFU as well as future plan of action on how to work more with adult participants and lifelong learning methods/concepts. We have some ideas in mind, and welcome your contribution to the process.

Profile

Essential

- ☁ Good command of English (including written)
- ☁ Good computer skills (MS Office, internet, e-mail)
- ☁ Good organisational skills and independence
- ☁ Must be involved in adult learning or have a degree that will lead to a job in adult learning (staff or volunteers in adult learning sector: counsellors/teachers/trainers/other. Please refer to attached "[Grundtvig Assistantship](#)" description for a clear description of applicant eligibility.)
- ☁ Experience within the NGO sector

Desirable

- ☁ Experience or knowledge in the field of mobility and/or intercultural learning an asset
- ☁ Experience within the NGO sector
- ☁ Flexible, enthusiastic and sociable

Accommodations and expenses

The Grundtvig Assistantship grant covers travel and subsistence costs. More specific amounts can be found at the national agency of the applicants' country of residence (see below).

Application process

- ☁ Interested candidates must send a motivation letter and CV to EEE-YFU at office@eee-yfu.org no later than Sunday **21 March 2010**
- ☁ The selected candidate will be notified by Wednesday **24 March 2010** at the latest.
- ☁ The candidate must apply to his/her national agency for the grant by the deadline **31 March 2010**, attaching the support letter from EEE-YFU. Support for writing the funding application will be offered by EEE-YFU.

Last day of application: **21 March 2010**

Contact: Brian Arnold
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National agencies:

http://ec.europa.eu/education/lifelong-learning-programme/doc1208_en.htm

Eligible countries:

Austria, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey and UK