



EU-RUSSIA CIVIL SOCIETY FORUM ГРАЖДАНСКИЙ ФОРУМ ЕС-РОССИЯ

Vacancy Announcement

Project Coordinator at the EU-Russia Civil Society Forum

EU-Russia Civil Society Forum e.V. (CSF) (www.eu-russia-csf.org) is looking for a project coordinator for the CSF programme EU-Russia Legal Dialogue (100% employment, 9 months). The appointment is from **1 April 2019 till 31 December 2019**.

The EU-Russia Civil Society Forum, founded in March 2011 and joined by 162 non-governmental organisations in the EU and Russia, is a platform for cooperation of civil society organisations from Russia and the EU with the purpose to develop common positions, increase cooperation between civil society organisations, coordinate their advocacy activities and make their voice stronger in interaction with the general public, governments and other stakeholders. The CSF is currently financed by the EU and other governmental and private donors.



The aim of the **EU-Russia Legal Dialogue programme** is to create formats for direct exchange of successful practices and ideas on the use of existing legal mechanisms and for the development of new legal approaches for citizens and civil societies in Russia and the EU. Another aim is to intensify the exchange with legal and scientific communities, media and general public. The programme consists of different working formats, such as workshops, conferences, publications, scholarships and travel grants.

Job summary:

The Legal Dialogue project coordinator will be responsible for the implementation of the project funded by the German Federal Office, coordinating its main elements: online Legal Dialogue Journal, Travel Grants programme, Internship programme for young lawyers, yearly international Legal Dialogue Symposium.

This position is full-time (40 hours per week, 9 months as of **1 April 2019**). In exceptional cases, this position can also be offered on 80% basis.

The project coordinator should have legal training and experience in project management within the civil society sector. The project coordinator will work within the Operations and Programmes Department at CSF.

Job Description/ Main Functions:

- Leading the online [Legal Dialogue Journal](#) (content, publicity, coordination of the LDJ team).
- Overall coordination and administration of the [Legal Dialogue Travel Grants](#) programme, new Legal Dialogue internships programme.
- Conceptual and logistical preparation and production of the annual international [Legal Dialogue Symposium](#) (autumn 2019).
- Reporting to donors in close cooperation with the financial manager. Pro-active development and realisation of fundraising strategies for the Legal Dialogue programme.
- Further development of the international Legal Dialogue network and programme.

Requirements/Job Qualification:

- At least 3 years of proven experience in the field of project/ grants management, including fundraising.
- University degree in law/ proven experience in legal work is an asset.
- Good understanding of current international legal trends and civil society environment. Ability to quickly familiarize with new topics.
- Strong administrative, communication, analytical skills, problem-solving abilities.
- Ability to prioritise and plan effectively; responsibility and commitment.
- Proactivity; ability to work both in a team and individually.
- Excellent English and good Russian; native English or German and command of other European languages are an asset.
- Advanced computer skills.
- [Valid work permit for Germany](#) is strongly desired for applying.
-

We offer:

- 9 months employment (40 hours per week) at the CSF Secretariat from 1 April 2019, with prospect of extension.
- Interesting and dynamic job in a growing international project, involving interaction with leading non-governmental actors in the EU, Russia, and beyond.
- Friendly working atmosphere and competent international staff.
- Monthly salary of EUR 2,850 (employee's gross).

How to apply:

Please send your application **before midnight 17 March 2019** (letter of motivation, contacts of two reference people and CV in ONE pdf document) to Polina Baigarova, Legal Dialogue programme coordinator, at: polina.baigarova@eu-russia-csf.org.

Interviews will be conducted between 20 and 25 March 2019 at the CSF Secretariat or via online talk. Job introduction will take place through the first working week.

For more information see: www.eu-russia-csf.org and www.legal-dialogue.org.