

## **PDCS is looking for a Network Coordinator**

**Job title:** Coordinator of European network (focused on 7 countries)

**Job Location:** Bratislava, Slovakia

**Duration:** Minimum 1 year commitment, full time job

**Job description:** PDCS is a non-governmental organization providing professional training and facilitation services, consultancy and advisory services in areas of conflict resolution, support of dialogue in the society, citizen participation and civil society development in Slovakia and abroad.

We are looking for a **network coordinator** to join our team, which is working on forming the ["European Network for Nonviolence and Dialogue"](#). The coordinator approaches CSO activists from the first phase of the project who are most interested in creating the network, He/she creates a regional working group for initiating the network. The coordinator will organize and coordinate regional meetings of the group for initiating the network, focusing on creation of the common manifesto and designing and implementing the steps for creating the European network. He/she will be responsible for the overall work of the regional group (min. of 20 people involved from all participating countries) that will prepare the draft action plan for creating the network for next year, including a fundraising plan. He/she will be co-responsible for operating a website/virtual platform for exchange among interested CSO activists and members who join later. On all these tasks he/she will be working closely with the program coordinator.

We expect the candidate to participate on other PDCS activities. Training skills and experience and interest to lead PDCS trainings or analytical expertise with an interest to participate on topics related to civil society or conflict transformation will be an asset.

### **Primary responsibilities:**

- Network formation and network coordination,
- Facilitation of the network communication,
- Co-organizing of regional meetings, workshops, working groups,
- Helping with fundraising for ENND program and networking activities
- Helping with regional campaign promoting the network, manifesto and non-violence in value based conflicts ,
- Participation on other PDCS activities

**Qualifications:** We are looking for communicative professional with

- Good knowledge of the civic sector in Slovakia, knowledge of civic sector in other countries is an added advantage,
- Experience with facilitation of working groups, meetings, workshops, seminars and other events is strongly preferred,
- Experience from networking and running public campaigns is an advantage,
- Fundraising experience,
- Willingness to travel, flexibility and excellent communication skills,
- Language: English, Slovak

**Preferred Start Date:** July 2017 / flexible

**Compensation:** Based on experience and agreement, solid starting salary that affords standard quality life in Bratislava.

**Benefits:** PDCS offers development of career skills through further education/trainings, flexible working times, free access to PDCS library with over seven thousand books, travel insurance and more.

In case you are interested and fit outlined criteria please send us your CV and motivation letter (maximum 1A4) until **June 12, 2017** on [lukas@pdcs.sk](mailto:lukas@pdcs.sk).