



Terms of reference for Office Coordinator

Dear prospective applicants,

Forum for Educational Change is a grassroots Civil Society Organization (CSO) that aims to contribute to the enhancement of the quality of higher education in North Macedonia and to empower students to contribute to the local and international community through their active participation in the decision-making processes. Since October 2022, we have opened the Youth Activism Center in Tetovo to offer young people a place to gather and be more active. We are excited to announce an open position for an **Office Coordinator** to manage and coordinate the activities at the Youth Activism Center in Tetovo.

1. Background

The Youth Activism Center in Tetovo is a dynamic space aimed at empowering young people through various activities, workshops, and programs that promote civic engagement, leadership, and social responsibility. The Center serves as a hub for youth-driven initiatives and supports the development of skills necessary for active participation in society.

2. Objective of the position

The Office Coordinator will be responsible for the effective coordination and administration of activities at the Youth Activism Center in Tetovo. This includes planning, organizing, and overseeing the implementation of activities in collaboration with interns and other team members. The Coordinator will also assist in preparing narrative reports and ensure the smooth operation of the Center.

3. Duration and remuneration

Duration: Part-time engagement, 4 hours per day. The contract commences in September 2024 and ends in June 2025.

Rumenuration: EUR 350-400 gross per month, depending on experience;

4. Key Responsibilities

- **Activity Coordination:**
 - Coordinate the daily activities of the Youth Activism Center.



- Work closely with interns and other team members to plan, organize, and implement activities.
- Ensure that all activities align with the goals and objectives of the Center.
- **Monthly Planning:**
 - Develop monthly plans for activities in collaboration with interns.
 - Schedule activities and ensure that resources are available for successful implementation.
- **Reporting:**
 - Assist in preparing narrative reports on the activities carried out at the Center.
 - Collect data and feedback from participants to contribute to the reporting process.
 - Maintain records of all activities and prepare summaries as needed.
- **Administration:**
 - Manage the day-to-day administrative tasks of the Center.
 - Ensure that the office is well-organized and that all necessary supplies are available.
 - Assist in maintaining the Center's calendar and scheduling meetings or events.
- **Communication:**
 - Serve as the primary point of contact for inquiries about the Center's activities.
 - Ensure effective communication between interns, staff, and external partners.

5. Qualification and experience

- Experience in project coordination, office management, or a related role.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Fluency in Macedonian and Albanian, with working knowledge of English.

6. Application process

Interested candidates should submit their CV and a letter of interest detailing their experience and motivation for the position to [fech.mk@gmail.com] by [25th of August 2024]