

Youth logistics support (3) - Copenhagen

APPLICATION DEADLINE: As soon as possible. Applications will be reviewed as soon as they are received. Apply no later than 30 November at 2359 GMT.

Employment period: Full-time from Dec 1 - Dec 20th, 2009

Description: Support logistics needs of Youth (YOUNGO) attending the climate negotiations, UNFCCC COP15. Working alongside the Youth Logistics coordinator, logistics support staff will assist with booking rooms, purchase supplies, perform data management and administration duties, and other tasks as required to ensure youth are effective at COP. Employment will include access to the Climate negotiations and will require activities inside the conference as well as around Copenhagen.

Responsibilities:

- Perform data management and administration duties such as maintain contact lists, staff the Youth office, and maintain an updated library of relevant youth information.
- Help setup, run and takedown youth events
- Help track expenses and basic financial management
- Facilitate local transportation needs
- Purchase supplies around Copenhagen on behalf of Youth
- Support other youth activities at COP as needed

Remuneration: 1000 Euros per position for duration of contract

Note: must be willing to work flexible hours – including evenings and weekends

Position commences immediately upon hiring

Experience and Qualifications for website development position

- English and Danish language required
- Must have lived in Copenhagen for the past two years
- Extensive knowledge of Copenhagen areas and services (transportation, hospitals, markets, etc)
- Personable and able to work with a broad range of individuals
- Organizational skills and a willingness to work under time constraints and pressure
- Available and willing to work a flexible schedule, including weekends and evenings
- Ability to work independently
- Experience using Microsoft Office and Google applications

Position Details

All staff members will work closely with other Youth organizing staff, especially

the Youth logistics coordinator, and will be supervised by and take some direction from other members of the Youth organizing team, to help ensure that the youth network effectively influences the international negotiations to get the best possible outcome for the climate.

All staff positions work on behalf of the youth constituency as a whole and will not favor any particular delegation, organization or individual in their work, instead acting in the best interest of the youth movement. Each position will involve working as part of a team to deliver position objectives.

Application process

Applications should consist of max one page letter addressing experience and qualifications identified above, plus a resume. Selected candidates will be invited to participate in an in-person interview.

Applications must be submitted via email to applications@youthclimate.org with the subject heading of: "Application for youth logistics support".

Applications will be reviewed, and candidates selected as soon as possible (on a rolling basis) so apply right away. Please do not apply any later than **30 November at 2359GMT**.