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Vacancy announcement: Secretary General of Global Campus Alumni

The Global Campus Alumni ([GCA](#)) is a young global network of regional alumni associations focused on human rights and democratisation. It brings together seven regional human rights programmes, over 2500 alumni and over 80 leading universities linked to the Global Campus Association and the European Inter-University Centre for Human Rights and Democratisation based in Venice, Italy. The E.MAlumni Association is the European regional association and currently takes a leading role in the GCA.

This is an exciting opportunity to work globally and help shape and strengthen a young and dynamic organisation.

Job profile

As part of a fast-developing alumni association and global network, you will develop and implement activity plans and strategies, by coordinating the work and the agenda of board members, and by continuously liaising with alumni all over the world and involving them in the network's projects and initiatives. Passionate about human rights, network building and teamwork, you understand organisational development, follow ongoing debates in the field of human rights, and are experienced in creating and implementing successful communication and outreach strategies. As the network coordinator, you will stimulate participation of the alumni and proactiveness in the various alumni associations, and promote cohesion, cooperation, harmonisation and ongoing exchange among their representatives. You will help ensure that the E.MAlumni and the Global Campus Alumni are viewed as the leading alumni network in the field of human rights and democratisation as you develop effective relationships with key experts, donors, partners and other stakeholders.

The role may include any or all of the following and/or similar activities:

- Organising board meetings in person and online and communicating with the board and members;
- Organising networking events, conferences and meetings;
- Representing the organisation at meetings and conferences;
- Management of the office, payroll, human resources;
- Updating and editing the website and social media presence;
- Financial administration and reporting to donors;

The position is based in Brussels and dependent on funding and experience can be full- or part-time. Ideally, we are looking for a candidate able to work 4 days/week (32 hours/week). The position requires some travel and weekend availability.

For the full vacancy and person description, please see [here](#). The deadline for applications is Monday, 22 September 2016, 12:00 pm CET.