



Job description: Junior Project coordinator/trainer

Deadline for sending CVs: 9.00 am on 01.03.2019.

Interview: COZZ Office, Warsaw, 06.03.2019, 11.00 – 14.00.

Centrum Organizowania Związków Zawodowych (COZZ) is looking for candidates to work as **Junior Project coordinator in Training. (JPCiT)**

Main tasks of (JPCiT) will be work within a team of trade union organisers, developing organising campaigns in all sectors of economy, mainly in Poland but some work and training will take place abroad.

Daily duties include:

- communicating with workers,
- trade union officials and activists;
- preparation of campaign and training materials,
- preparation and conducting of training (formal and informal);
- actively supporting building of alliances and cooperation of partner organisations of COZZ;
- reporting to lead organiser and COZZ director.

Required skills, personal qualities and experience

- Organising skills;
- Excellent communication skills (including new and social media);
- Respect for diversity in all aspects of life;
- Experience in training adults;
- Ability to plan and working to plan;
- Ability to actively listen, motivate and influence others;
- Fluent in oral and written English,
- Positive approach to challenges and problem-solving attitude and positive approach to work in atypical environment and hours;
- Clear driving licence.

Additional information

Junior Project coordinator in Training at COZZ is a role initially for a fixed 18 months period (full time, 40 hours per week). During this time JPCiT will be trained at work within COZZ team and their progress assessed after 6, 9 and 12 months. Successful assesment will provide opportunity to continue employment on permanent basis.

COZZ will provide work phone and laptop.

Junior Project coordinator in Training at COZZ is offered 5160 PLN brutto plus agreed work expenses.

Interested candidates should email their CV documenting required skills, personal qualities and experience to biuro@cozz.eu until 9.00 on 01.03.2019 and be available for an interview at COZZ Office, Warsaw, 06.03.2019, between 11.00 – 14.00.