



G1000 is recruiting

## A FULL-TIME COORDINATOR M/F/X

Do you want to play a leading role in an internationally recognized organisation that empowers citizens and seeks to improve our ways of doing democracy?

### ABOUT

**G1000 is the platform for democratic innovation in Belgium.**

We develop, support and promote new forms of deliberation that strengthen democracy from the local to the federal level. We strongly believe that citizens have something to say. As an independent centre of expertise with international visibility, we strive for new and complementary procedures of public decision-making.

### JOB DESCRIPTION

Overall coordination of the organisation's activities in terms of awareness-raising, network-building, capacity-building and high-level advocacy. You will be responsible for an initial kick-off phase of 9 months after which your contract may be prolonged.

The coordinator is accountable to the Board of Directors of G1000. He or she works from our Brussels office, with ample opportunity to work from home.

### Key responsibilities

- Help to set up public campaigns to raise awareness among wider audiences.
- Build a network of practitioners and activists in the field of democratic innovation.
- Organise Summer Schools and other training programs for professionals.
- Coordinate and deploy non-partisan high-level advocacy efforts with public officials across the board.

### **Technical responsibilities**

Plan and develop, alongside with the Board, an organisational, fundraising and communication strategy for the next three years.

Build and manage a light and flexible structure that is ready to expand.

Prepare Board meetings, annual budgets and reports.

Maintain and deepen contacts with international networks of democratic innovation.

### **SKILLS AND EXPERIENCES**

#### **Our ideal candidate**

Is passionate about democracy and cares deeply about democratic innovation.

Has an excellent track record in management of a multi-stakeholder network and has at least 5 years of experience in project coordination.

Has demonstrable experience in fundraising, financial management and budgeting.

Is an independent team player and an entrepreneurial go-getter.

Is effective and flexible as a self-starter and co-creator.

Has strong communication skills and the ability to articulate and convey important messages in a compelling and emphatic manner.

Is comfortable in talking to all citizens, from the blue-collar worker to the prime minister.

Instils trust and demonstrates commitment.

Has a good working knowledge of Dutch, French and English.

#### **Not essential, but nice to have**

Familiarity with democratic innovation (deliberative democracy, participatory democracy, citizens' assemblies, etc).

Experience in the non-profit sector.

Experience with strategic thinking, project development and campaign planning.

Familiarity with German.

### **HOW CAN YOU APPLY?**

Candidates should send their resume and motivation letter to Yves Dejaeghere (y.dejaeghere@fgf.be) by February 15th, 2021. The selection committee will review all applications. Shortlisted candidates will be invited for further discussion.