

## **CALL FOR APPLICATIONS - EMA PRESIDENTIAL TEAM (President & Vice President\_**

**Position:** President

**Duration:** 2 year commitment

**Application Deadline:** 24 April 2021

**Start Date:** 01 July 2021

**Location:** Remote with potential travel opportunities

**Type of Position:** Voluntary

### **President**

The President is the primary representative of EMA and is hereby endowed with the power to represent EMA in all respects. The President is responsible to provide strategic leadership and to coordinate all activities of the Association. The President is accountable to the whole EMA community. In consultation with the Management Board (and Advisory Board), the President sets short and long-term goals to ensure EMA is mission-centred and outcome-oriented.

The position is voluntary and includes many personal and professional development opportunities including external representations across the globe.

Learn more about EMA's structure [here](#).

### **Responsibilities:**

- Lead EMA's Management Board, its respective units and members and the Association as such;
- Develop and support the Management Board, to allow them to carry out their governance functions, whilst keeping everyone informed of significant developments and changes in the internal and external environment;
- Closely interact and work with the Vice-President to achieve the Association's aims;
- Liaise with the Chair of the Advisory Board to ensure the Advisory Board's directives, policies, and resolutions are carried out;
- Support the clear vision that is shared with EMA members in order to provide unity within the organization and implement the community needs based on the ever-changing external circumstances;

- To provide a platform to develop leaders and changemakers and commit to promoting the sustainable development goals pertaining to EMA's aims and vision and the organizational culture;
- Ensure effective external communications about the organization and its mission, priorities, importance, programs, and activities;
- Contribute towards EMA's visibility to the general public;
- Champion the Association and advocate for its mission to internal and external stakeholders;
- Support and maintain beneficial relationships with donors, funders, supporters, collaborators, allies, vendors, and other stakeholders with high ethical standards.

### **Candidate Profile:**

#### **Requirements**

- 2+ years of proven track record of volunteering/professional experience in the areas of organizational strategic planning processes, Higher Education, International Relations including EU, Organization Development, Youth and Capacity Building and other relevant fields;
- Long-term engagement and commitment with EMA;
- Experience with remote work;
- Proven team management experience, strong organisational, and leadership skills;
- Strong computer skills, especially with Google Suite and other online communication tools (e.g. Slack, Asana, or other project management tools);
- Expectation to attend several meetings per month.

#### **Preferred**

- Able to learn quickly and have an innovative mindset;
- Structured, analytical, proactive, solution-oriented;
- Positive attitude and flexibility ;
- Good in managing mailbox and promptly responding to emails and other communications;
- A good level of written and spoken proficiency in English.

### **Potential Benefit**

The position is on a volunteer basis, and you will be able to:

- Gain international multidisciplinary experience in non-profit organization management;
- Develop a strategic mindset and leadership skills;
- Develop a profound understanding of EU Higher education and political landscape;
- Contribute towards addressing societal challenges and be a positive influencer;
- An inclusive and friendly work environment;
- Access to a unique network and other services;
- Occasionally, sponsored international travel when required for meetings or events, such as the EMA General Assembly, ESAA Capacity Building Training, seminar, and so on.

**Application Requirements:**

- Proof of approval as an Ordinary member from the community portal;
- CV / Resume stating only relevant experience for the position;
- Motivation letter (max 500 words);
- Presentation deck (max 5 slides, About, Motivation, Plan for 2 year);
- Video/Audio pitch (maximum 1,5 mins):
  - What do you plan to contribute to EMA?
  - How do you want to lead EMA and the Management Board?
  - What is your leadership style - what type of leader are you?
- 2 Recommendation letters containing contact details (email and phone number).

Please read [EMA's Statutes and Internal Regulations](#) to ensure you understand your rights and full scope of responsibilities of the position.

*An ["Ordinary" Member](#) can apply as a candidate for the Management Board and vote in the elections during the General Assembly, in the manner as prescribed in the Internal Regulations.*

Submit your application [here!](#)

## **CALL FOR APPLICATIONS - EMA PRESIDENTIAL TEAM**

**Position:** Vice President

**Duration:** 2 year commitment

**Application Deadline:** 24 April 2021

**Start Date:** 01 June 2021

**Location:** Remote with potential travel opportunities

**Type of Position:** Voluntary

### **Vice President**

The Vice President is responsible to provide administrative leadership and coordinates administrative and supportive activities of EMA. The Vice-President reports to the President. In consultation with the Management Board (and Advisory Board), the Vice-President sets short and long-term goals on administrative and support units to ensure the EMA is mission-centered and outcome-oriented.

The position is voluntary and includes many personal and professional development opportunities including external representations across the globe.

### **Responsibilities:**

- In collaboration with the President, lead the EMA's Management Board, its respective units and members and the Association as such;
- Develop and support the Management Board, to allow them to carry out their governance functions, whilst keeping everyone informed of significant developments and changes in the internal and external environment;
- Closely interact and work with the President to achieve the Association's aims, and ensure overall focus lines and projects;
- Develop, implement, monitor and assess standard operating procedures and guidelines documents;
- Supervise the creation of necessary legal internal documentation;
- Monitor and assess sound and compliant financial management practices (including budgeting, and fundraising practices);
- Contribute towards the development of EMA's volunteers;
- Bolster the organisational culture within the Association for the betterment of our members and the society in general;

- Develop and maintain beneficial relationships with donors, funders, supporters, collaborators, allies, vendors, and other stakeholders with high ethical standards;
- Support effective external communications about the organisation and its mission, priorities, importance, programs, and activities.

## **Candidate Profile**

### **Requirements**

- 2+ years of proven track record of volunteering/professional experience in the areas of organizational administrative and support activities planning processes, Volunteer Management, Project Management, Human Resource Management, Administrative Management, International Relations including EU, Organization Development, and other relevant fields.
- Long-term engagement and commitment with EMA;
- Strong organisational skills;
- Experience with remote work;
- Strong computer skills, especially with Google Suite and other online communication tools (e.g. Slack, Asana, or other project management tools);
- Able to devote sufficient time (approx. 8-10 hours/week) to the duties of the position.

### **Preferred**

- Proven team management experience, communication, and leadership skills.
- Positive attitude and flexibility.
- Good in managing mailbox and promptly responding to emails and other communications;
- Expectation to attend several meetings per month;
- A good level of written and spoken proficiency in English.

### **Potential Benefit**

The position is on a volunteer basis, and you will be able to:

- Gain international multidisciplinary experience in non-profit organization management;
- Develop a strategic mindset and leadership skills;
- Develop a profound understanding of EU Higher education and political landscape;
- Contribute towards addressing societal challenges and be a positive influencer;

- An inclusive and friendly work environment;
- Access to a unique network and other services;
- Occasionally, sponsored international travel when required for meetings or events, such as the EMA General Assembly, ESAA Capacity Building Training, seminar, and so on.

**Application Requirements:**

- Proof of approval as an Ordinary member from the community portal;
- CV / Resume stating only relevant experience for the position;
- Motivation letter (max 500 words);
- Presentation deck (max 5 slides, About, Motivation, Plan for 2 year);
- Video/Audio pitch (maximum 1,5 mins):
  - What do you plan to contribute to EMA and the Management Board?
  - How do you want to lead your Unit?
  - What is your leadership style - what type of leader are you?
- 2 Recommendation letters containing contact details (email and phone number).

Please read EMA's Statutes and Internal Regulations to ensure you understand your rights and full scope of responsibilities of the position.

*An "[Ordinary](#)" [Member](#) can: apply as a candidate for President or Vice President and vote in the elections during the General Assembly, in the manner as prescribed in the Internal Regulations;"*

Submit your nomination [here](#)!