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*The Student Union of the University of Turku (TYY) is a public corporation that has over 14,000 members. The membership of a student union is by law compulsory for all Finnish undergraduate students - and for those international students who are studying for a Finnish degree. The role of TYY is to represent its members, to advance the position of students in society and provide them with services.*

**Welcome to the community where vibrancy is the normal state!**

**The Student Union of the University of Turku is searching for local Coordinator of the National Development Cooperation Week**

The Week is part of the "Viestintä ja globaalikasvatus" (Communication and Global education) project, which has been planned for 2015 and 2016. TYY has organized Development Cooperation weeks for several years. The project will be carried out if it gets support from the Ministry for Foreign Affairs of Finland. Decision of the project's funding will be published in March-April 2015. **The coordinator is not hired if the project does not get funding.**

The coordinators of the Students Unions form a Steering Group that meets few times a year to plan and discuss about the project. The coordinator of TYY is responsible for the Development Cooperation Week's arrangements in Turku and gathering a group of students that organises the week together. Work starts in the spring and most work is done during the first weeks of autumn semester, during the Development Cooperation week and when reporting after the event. The applicant does not have to speak Finnish but the voluntary group must include members that are able to communicate about the project in Finnish.

The coordinator's tasks are:

- planning and organising the Development Cooperation week in Turku
- participation in the Steering Group's meetings
- production of local information material
- reporting of the project
- regular communication about the project
- holding the meetings of the voluntary group

We require:

- studies of higher education
- experience in project coordination
- interest in development cooperation
- commitment to the project for at least a year

The benefits for this post are:

- if the coordinator is ready to commit to the project for two years
- previous experience in event production, development cooperation and team management

Working as the project coordinator will give an excellent opportunity to learn about development cooperation in practice. The coordinator is helped by TYY's Development Cooperation Wing, a group of local volunteers and a national steering group.

The project coordinator's contract is **temporary until 31.12.2016 or as agreed**. The salary is 1600 € (according to preliminary information)/ year. The working hours will begin in March 2015, or by agreement. The coordinator is not hired, if the project cannot be funded by the Ministry for Foreign Affairs.

Application period starts on Thursday, 12 February 2015. Motivation letter and CV in English or Finnish are to be returned by email to [tyy-jarjestosihteeri@utu.fi](mailto:tyy-jarjestosihteeri@utu.fi). Application period ends on **Thursday 26 February 2015 at 12.00**. Applications will be handled anonymously.

Some applicants will be called for an interview that will be arranged on 2 and 3 March. The assistant is chosen on the 12 March at the student union executive board meeting.

TYY emphasizes the importance of transparency and equality. We hope to get numerous applications from candidates with diverse backgrounds.

**More information:**

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