

National International Relations Coordinator

National Team Leader, Medium Term

Functional Area: IGCDP

Reports to: MCVP IGCDP

MC/Romania

Aprox. 20 hours per week

Role Description

The National International Relations Coordinator is responsible for the creation, implementation and tracking of the national IGCDP Matching Strategy of the all the national projects of AIESEC in Romania. He's in charge of the International Relations to ensure proper supply for the expected matching goals, aligning expectations and maintaining communication with entity partners, along with downscaling the partnerships to the LCs. He's responsible for leading, managing and developing the Local International Relations Coordinators of each LC. He's also responsible for developing the matching campaigns and materials aimed to the global network, along with ensuring matching processes and standards are followed by the LCs.

About the Position

Areas of Work Responsibility:	Matching, International Relations and Team Management.
Job Description 1:	Plan, execute and track the matching strategy of all the national projects across the LCs of Romania. Manage and support in visa procedures as needed. Manage and implement international promotion campaigns for all the projects nationwide.
Job Description 2:	Lead, manage and develop the Local International Relations Coordinators to ensure proper functional strategy development and execution.
Job Description 3:	Manage International Relations with entity partners to ensure cooperations delivery and long-term relations.
Job Description 4:	Develop the functional IR network to foster collaboration and innovation among LCs.
Job Description 5:	Knowledge Management of all the materials and documents used for the matching processes. Standardize systems, tools and processes for matching.
Job Description 6:	Work together with the Project Managers to ensure matrix structure alignment for plan accomplishment.
Measurable results expected from the Team Leader:	Planning creation and adaptation as needed (Yes/No) % of functional planning achieved. % of operational goals achieved (% of MAs and % of Partnerships delivered) % of total MAs coming from entity partners. % of planned international promotional campaigns delivered. % of visa cases solved and support requests attended. % of LCs with over 75% of plan achieved. Satisfaction level among Local IR Coordinators and Entity Partners. % of processes documented and materials uploaded and organized according to the national Knowledge Management strategy.

Preparation required from the Team Leader before start the role:	<p>Understanding of the national projects and the expected goals and final state.</p> <p>General Understanding of the realities of the different LCs.</p> <p>General understanding of the current state of entity partnerships for IGCDP.</p> <p>Strong understanding of EXPA/OP management.</p>
Details of working conditions:	<p>Work mainly virtual, with physical meetings depending on needs.</p> <p>Must be ready to represent the function in front of the MC, the national network and the international network.</p>
Involved Stakeholders	<p>The person will be working in various degrees with: MCVP IGCDP, NST IGCDP Coordinators for Delivery, NST IGCDP Project Managers for all projects, MCVPs OGCDP and NSTs OGCDP of other entities globally.</p>
Learning points that the Team Leader might obtain during the experience	<p>Knowledge about Project Management.</p> <p>Team Management & Development.</p> <p>Matching Strategies.</p> <p>EXPA/OP usage</p> <p>International Relations Management.</p> <p>Network Development.</p> <p>National Point of View: Understanding different realities across the LCs.</p> <p>Stakeholder Focus and Commitment to Results.</p> <p>Resilience and Emotional Intelligence.</p> <p>Crisis Management and Problem Solving skills.</p> <p>Information & Knowledge Management.</p>
Additional information a potential candidate may require for the position	<p>The National International Relations Coordinator is the final responsible to drive the overall matching process in the national level to improve AIESEC in Romania's capacity, results and market share. It's expected a high involvement with the job and a great sense of responsibility, urgency and a no excuses profile.</p>
Required/Preferred Competencies and hard skills	<p>High Matching processes knowledge (Required)</p> <p>EXPA/OP usage (Required)</p> <p>Global Supply & Demand Understanding (Preferred)</p> <p>Advanced English level (Required)</p> <p>Medium Team Management Skills (Required)</p> <p>High level of Entrepreneurial Outlook (Required)</p> <p>Medium level of Global Mindset (Required)</p> <p>Commitment to Results and No-Excuses Profile (Required)</p> <p>Medium level of Emotional Intelligence (Preferred)</p> <p>Network Development Skills (Preferred)</p> <p>Crisis Management (Preferred)</p> <p>Information & Knowledge Management (Preferred)</p>
Preparation that will be provided for the participant	<p>Training and preparation with the MCVP</p> <p>Specific functional trainings at IGCDP Team Days and other touchpoints.</p> <p>Specific trainings delivered by the MC focused on Leadership Development.</p> <p>Transition by the previous National International Relations Coordinator</p>