



LisboMUN  
Association

## LISBOMUN ASSOCIATION TEAM OPENINGS 2019-2020

### WHO ARE WE?

The LisboMUN Association is a student-run, non-profit association for young people dedicated to promoting MUN culture and the discussion regarding international affairs in Portugal, cooperating with Portuguese universities and associations. LisboMUN's goal and vision is to promote and establish a MUN culture and tradition in Portugal, starting with the academic community in Lisbon.

### WHO IS WHO?

The association is divided into 3 organs. The board, composed of three members (a President, a Secretary, and a Treasurer). Then there is the General Assembly, also composed of three members (a President, and two secretaries). The last organ is the Fiscal Council, which is composed of a President and Secretary and a Member.

The departments of MUN Education, Public Relations & Outreach and Communication are under the supervision of the LisboMUN Board, as are the Secretariats for both the National and the International Conference.

### WHAT DO WE DO?

In order to achieve its goals, the LisboMUN Association organizes several MUN Debates during the academic year in Lisbon, besides organizing the National MUN Conference, the Portuguese MUN delegation, and the Lisbon International MUN Conference.

### WHAT POSITIONS ARE THERE?

Associates for:

Department of Communications  
Department of Public Relations and Outreach  
Department of MUN Education  
Department of Information and Technology

#### RELEVANT DATES

**14 Oct 2019** | Opening of Applications

**25 Oct 2019** | Closing of Applications

**15 - 26 Oct 2019** | Interviews with Applicants

**27 Oct** | Announcement of Decision

## **DESCRIPTION OF THE DEPARTMENTS**

### **COMMUNICATION DEPARTMENT**

This department is responsible for managing LisboMUN's social media accounts (Facebook, Instagram, Twitter, LinkedIn), the LisboMUN blog, taking pictures/videos official pictures and writing the newsletter. Associates will be responsible for making posters/posts, writing publications, reviewing posts of the blog, taking and editing pictures, writing the newsletter and assisting the Head of the Department in every aspect.

### **PUBLIC RELATIONS AND OUTREACH DEPARTMENT**

This department is responsible for establishing partnerships and finding sponsors for LisboMUN Association and promoting our projects.

Associates will be responsible for developing the public relations plan of the Association, for contacting partnerships/sponsors and for promoting our projects (clarification sessions, etc).

### **MUN EDUCATION DEPARTMENT**

This department is responsible for organizing MUN debates and simulations throughout the year. Associates will be responsible for communicating with our partners in order to organize the debates and for developing the academic aspect of the debate (topic, guides, crisis, adopting the rules of procedure, chairing), Associates may have the opportunity to organize debates in other cities in Portugal.

### **INFORMATION AND TECHNOLOGY DEPARTMENT**

This department is responsible for managing the LisboMUN website.

## GENERAL REQUIREMENTS FOR ALL POSITIONS

In order to apply, and unless specified otherwise, candidates should fulfill all of the requirements:

- Aged between 17 - 30 years
- Good Knowledge in English (speaking and writing)
- Good teamwork and soft skills
- Pro-activity
- MUN Experience highly appreciated
- Be a member of LisboMUN Association (can be done after applying)

If you are a student, that is not a problem! All of us are studying for demanding degrees and it is possible to do both! However, it is expected from the LisboMUN Team to have weekly meetings and it is important to know that every member of the team has to commit to not only going to the meetings but also to have time to develop their functions.

## DEPARTMENT OF COMMUNICATIONS

### SPECIFIC REQUIREMENTS

**Objective:** The associates will be responsible for all communication aspects of the LisboMUN Association. He/she answers to the Board and the Head of the Department.

**Requirements:**

- Minimum C1 English level
- Good personal contact
- Good writing skills
- Knowledge of tools such as Photoshop and Canva highly appreciated
- Experience in communication highly appreciated
- Experience in managing social media accounts highly appreciated
- Experience in making/editing videos

## DEPARTMENT OF PUBLIC RELATIONS AND OUTREACH

### SPECIFIC REQUIREMENTS

**Objective:** The associates will be helping the director of the Department of Public Relations & Outreach. He/she answers to the Board and to the Head of the Department.

**Requirements:**

- Working Proficiency in English
- Very good personal contact
- Good writing skills
- Experience in MUN preferred
- Experience in public relations highly appreciated



## DEPARTMENT OF MUN EDUCATION - SPECIFIC REQUIREMENTS

**Objective:** The associates will be responsible for organizing the MUN debates. He/she answers to the Board and to the Head of the Department.

### Requirements:

- Minimum B2 English level
- Very good personal contact
- Good writing skills
- Experience in MUN required
- Experience in organizing events highly appreciated

## DEPARTMENT OF INFORMATION AND TECHNOLOGY - SPECIFIC REQUIREMENTS

**Objective:** This person will be in charge of managing the website and making sure that all the information has been published correctly.

### Requirements:

- Good Writing Skills
- Good Organisational Skills
- Knowledge of tools, such as Windows and Macintosh
- Very Good knowledge of WordPress

## INSTRUCTIONS ON HOW TO APPLY

Should you wish to apply, there will be 2 steps:

### Step 1: Fill in the following form

<https://forms.gle/vQSHxm85DTs3NMrL6>

### Step 2: Interview

After sending your application, you will receive an e-mail with a link to a doodle questionnaire (always check your spam box). You should fill it with your availability so we can schedule an interview.

The choice will be announced on the **27th of October 2019!**

If you have any questions you can contact us at [info@lisbomun.pt](mailto:info@lisbomun.pt).