

EMMAUS INTERNATIONAL SECRETARIAT



emmaus
INTERNATIONAL
ACTIVISTS FOR CHANGE

Under the authority of the Executive Committee and the responsibility of a Chief Executive, the International Secretariat of the Emmaus Movement has the following main functions:

- International coordination
- Secretariat of solidarity actions
- Communication
- General administration

CHIEF EXECUTIVE AND CAMPAIGNING

The Emmaus International Chief Executive coordinates the EI Secretariat team and liaises with the Emmaus International decision-making bodies. He also promotes the Movement's positions, in liaison with the employees in charge of campaigning.

WHO TO CONTACT?

Campaigns, advocacy, inter-organisation initiatives
→ Anaïs and Julie



CHIEF EXECUTIVE
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LIFE OF THE MOVEMENT

The department is responsible for organising meetings of the decision-making bodies, translations / interpretations, membership-related matters, promoting communication and sharing within the Movement, ensuring the protection of names and trademarks and coordinating the training programme.

WHO TO CONTACT?

Statutes and agreements with decentralised decision-making bodies
→ Hélène

Training programme
→ Hélène and Nathalie

Trial and full memberships for the groups
→ Lorène

Trademarks and protection of the Emmaus name
→ Lorène

Trips and travel (for statutory meetings)
→ Leïla

Trips and travel (excluding statutory meetings)
→ Julien

Translation/Interpretation
→ Francisca et Julia



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PROGRAMME OFFICER
World Assembly
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RESOURCES

The department includes some of Emmaus International's support operations and ensures that internal procedures are followed. The department also coordinates the capacity-building work of the member groups.

WHO TO CONTACT?

Accountancy, receipts, subscriptions and annual solidarity sales
→ Louisa

Regional budgets, exemption requests
→ Marina

Job or internship offers and applications
→ Patricia

Group Support Programme
→ Joyce



DEPARTMENT MANAGER

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SECTION MANAGER Administration-Finances

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ACTIVITY COORDINATOR Strengthening Organisational Capacity

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ACTIVITY OFFICER

Human Resources
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COMMITMENT, HERITAGE AND COMMUNICATIONS

The department unites stakeholders of the Movement to strengthen their involvement, share the Movement's history, and raise awareness internally and externally of Emmaus International's social missions and struggles.

WHO TO CONTACT?

Department strategy and annual report
→ Nathalie

Requests to get involved in groups and collective spaces
→ Kadija and Nathalie

Promotion of the Movement's Heritage
→ Emmanuelle

Access to the Movement's archives and assistance managing group archives
→ Nicolas

Requests for communication tools
→ Clément, Kadija and Sabiha

Media, website and social media
→ Clément

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DEPARTMENT MANAGER

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SECTION MANAGER Heritage

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PROGRAMME OFFICER

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ACTIVITY OFFICER

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INTERNATIONAL SOLIDARITY AND ACTIVISM

The department coordinates international solidarity programmes, runs access to rights programmes and leads Emmaus International's thematic collectives.

WHO TO CONTACT?

Group Economic Strengthening Programme/Emergency response
→ Emmanuel

Container programme
→ Marie and Juliana

Water programme
→ Marie

Thematic collectives
→ Filippo

Health programme/Emmaus Ethical Fund
→ Grégoire

Housing programme
→ Lise and Juliana

Annual Solidarity Programme
→ Africa: Lise
→ Americas: Filippo
→ Asia: Grégoire
→ Europe: Marie

Department administration/finances
→ Juliana

Recycling in West Africa
→ Marie-Louise



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VOLUNTEER
Project Development
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REGIONAL SECRETARIATS

The regional secretariats include 1 to 5 staff members who support their regions' community initiatives and help implement the decisions of the decentralised decision-making bodies of Emmaus International.

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PRACTICAL SHEET

EMMAUS INTERNATIONAL

Legal status in France
→ NGO registered under the French law of 1901
→ United Nations ECOSOC status since 1993.

SIRET number
→ 32844165400030

National directory of NGOs
→ n°W941001041

Legal representative
→ Patrick Atohoun (Chair)

Subscriptions and contributions

Subscriptions should be sent to the operations account and annual sales or other international solidarity contributions should be sent to the solidarity account.

Operations bank account > Crédit Mutuel
IBAN: FR76 1027 8061 3700 0216 9550 175
BIC/SWIFT: CMCIFR2A

Solidarity bank account > Crédit Mutuel
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