



Call for applications: Project assistant at the International Office of the European Youth Parliament

The European Youth Parliament (EYP) is a unique educational programme which brings together young people from all over Europe, to discuss current topics in a parliamentary setting. The EYP is a non-partisan and independent programme. The EYP consists of a network of 40 European associations and organisations in which thousands of young people are active in a voluntary capacity. With its international, national and regional sessions it reaches out to ca. 30 000 young people all over Europe every year. The international umbrella organisation of the EYP is the Schwarzkopf Foundation, which hosts the International Office of the EYP.

We are looking for interns for a project assistant for a fixed-term, full-time contract until Dec 31, 2017 (with a possibility of extension). Starting date would be as soon as possible.

Would you like to...

- gain relevant experience in a non-profit-organisation that runs an educational programme for young people all over Europe ?
- get insights into fields like project management, communications and event organisation?
- be part of a young, motivated and professional team?
- live in one of the coolest capitals in Europe?

Do you have...

- excellent command of English?
- good communication skills?
- strong organizing and event management skills?
- previous experience in office work?
- a good team spirit?
- solid knowledge in Microsoft Office, especially Excel and Word ?
- experience in EYP (not obligatory, but preferred) ?
- loads of enthusiasm and motivation?
- An interest in the aims of our organisation?

Then we are looking for you!



The European Youth Parliament is offering a full time assistant position at its International Office in Berlin. We are looking for recent graduates and young professionals who would like to put their skills and capacities to the test.

Main tasks

The project assistant will support the Executive Director and the Project Managers of the EYP team in the following areas:

- preparing analyses and memos,
- practical preparations for events,
- providing assistance with tasks related to the EYP's governance bodies,
- drafting reports and applications,
- preparing content for social media and webpages,
- composing invitations and other materials,
- providing administrative and organisational support for project implementation,
- other tasks, depending on current projects and events.

We are seeking to fill the position as quickly as possible - please specify your availability and your salary requirements in your application. Please note that applicants from outside the EU must have a valid work permit.

In the online application form, we also ask you to attach your letter of motivation and your CV in English.

Please submit your application online, using the following portal:

<http://polls.eyp.org/assistant-application-eyp>

For earliest consideration, please submit your application by 15th of June 2017, midnight 23:59 CET.

Contact person for further questions

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www.eyp.org