



Call for applications: European Voluntary Service at the International Office of the EYP

February 2018 – January 2019

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 is a network consisting 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, hosting the International Office of the EYP.

We are now looking for a volunteer who will support the work of the EYP International Office from **February 1st 2018 until January 31st 2019**.

Would you like to...

- gain relevant experience in a non-profit-organisation, running an educational programme for young people all over Europe ?
- get insights into fields such as project management, communications and event organisation?
- be part of a young, motivated and professional team?
- live in one of the coolest capitals in Europe?
- Receive an allowance for living expenses as well as accommodation?

Do you have...

- good knowledge of English?
- good communication skills?
- previous experience in office work?
- a good team spirit?
- solid knowledge in Microsoft Office, especially Excel and Word (including serial letters) ?
- experience in EYP (not obligatory) ?
- loads of enthusiasm and motivation?
- interest in the aims of our organisation?

Then we are looking for you!



The European Youth Parliament is offering a full time volunteer position at its International Office in Berlin. We are looking for applicants who would like to gain professional experience in the operations of an international NGO for the duration of 12 months.

Main tasks

You will support the Project Managers of the EYP team in the following areas:

- participant management for our International Sessions
- practical preparations for events
- drafting and revising of reports and applications,
- administrative tasks,
- preparing and updating databases,
- preparing and administering evaluations and polls
- composing invitations and other materials,
- other tasks - depending on your talents, on current projects and events.

About European Voluntary Service (EVS)

You will have a chance to join the largest European Voluntary Service! More information about the programme can be found here: http://europa.eu/youth/volunteering_en.

- You will :
 - Receive a financial contribution to your travel costs from the place of origin to Germany and back.
 - Receive 350 euro/month as pocket money and food allowance.
 - Be provided with free accommodation
 - Be reimbursed for the costs of a monthly public transportation ticket.
 - Get a reimbursement of up to 200 Euro for a language course, textbooks or dictionaries.
 - Receive health insurance, third party liability insurance as well as general accident insurance.
- Have a chance to join an On-Arrival-Training and a Midterm-Meeting, which are organised by the national agency for the EVS volunteers in Germany.



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/evs-application-eyp>.

For earliest consideration, please submit your application by 6th of August 2017, midnight 23:59 CET.

Contact person for further questions

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