



Call for contractor: Database Assistant of European Youth Parliament

2021

Do you wish to contribute to the running of the European Youth Parliament on the international level? Do large Excel sheets not intimidate you? Are you interested in supporting our Alumni Network? Do you want to earn some extra money in doing so?

The European Youth Parliament (EYP) is one of the largest European platforms for political debate, intercultural encounters, political educational work and the exchange of ideas among young people in Europe. With its international, national and regional events it reaches out to 30,000 young people all over Europe every year. Throughout its nearly 35 years of existence, we estimate there to be over 200,000 former EYPers, or EYP Alumni, in the world.

The International Office of the European Youth Parliament is offering a part-time short-term position as a Database Assistant starting in September 2021. You will mostly be **working independently from home** for on average of 20-25h/month distributed flexibly, carrying out tasks on behalf of the International Office of the EYP. You will be working closely together with and report to the Alumni Officer of the EYP. The International Office of the EYP is a part of the Berlin-based Schwarzkopf Foundation, as the international umbrella organisation of the EYP.

The EYP launched its Alumni initiative in 2017 to connect globally. Since then with Alumni events we have managed to get in touch with thousands of Alumni, but there are thousands more that we have not yet connected with. Identifying former EYPers and helping them reconnect with us and with each other is not only a heart-warming endeavor, it benefits our network as a whole. The database assistant will play a crucial role in achieving this aim.

Main tasks of the database assistant include:

- Assisting in database management:
 - Continuously working on updating the database with new information;
 - Maintaining the database by sorting the information and avoiding duplication of data;
 - Cleaning up the database and restructuring existing information to optimise user experience;
- Ensuring GDPR compliance of database-related processes.



Applicants should ideally have the following qualifications:

We are looking for a candidate who is available to start in September 2021, and who can commit to the position for 3-4 months with possible prolongation. We are especially interested in receiving applications from applicants with excellent data management skills and Excel knowledge.

- Proficiency in Excel;
- Ability to work independently and remotely;
- Ability to organise and manage large amounts of data with attention to detail;
- Experience in assisting CRM processes for NGOs and alumni networks is an advantage;
- Good conversational knowledge of English;
- Experience with the EYP is not necessary, but is an advantage.

Please note that the Database Assistant will have a contractual relation with the International Office of the EYP as a service provider and thus will need to invoice the International Office of the EYP on a monthly basis. Please check if you are eligible to invoice us in case of being selected. Furthermore, the Database Assistant will need to complete and sign a confidentiality agreement regarding the personal data he/she is handling.

What we offer

As the Database Assistant you will be working largely autonomously and therefore have the flexibility to plan your own working hours. You would need to set aside approximately 20 - 25 hours a month, with some variations depending on coordination with the Alumni Officer. We will also ensure a proper on-boarding process, answers to all your questions, and regular guidance along the way.

The position suits applicants who would like to gain experience in managing and optimising large databases, and CRM processes for NGOs and alumni networks.

Your work will enhance the efficiency and efficacy of our database work, and positively impact the EYP's work with and for Alumni for years to come.

We offer a monthly financial compensation of 250 EUR.

We look forward to receiving applications from people of all nationalities, religions, genders, sexual identities, different ages and people with disabilities.

Interested? Then apply until August 31st!

Please submit your application in English online, through: <https://eypalumni.survey.fm/eyp-database-assistant-position>



In the online application form, please attach your CV, a letter of motivation of max. one page.

For questions, please contact Laura Joël at the International Office of the EYP, as the Project Assistant responsible for the Alumni Network of the EYP, through l.joel@eyp.org.

