Erasmus Placement Offer Form

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| **EMPLOYER INFORMATION** | |
| Name of organization | ThinkYoung |
| Address | Place du Luxembourg 6 |
| Postal Code | 1050 |
| City | Brussels |
| Country | Belgium |
| Telephone | +32.(0)2.608.82.10 |
| Fax |  |
| E-mail | info@thinkyoung.eu |
| Website | <http://thinkyoung.eu> |
| Number of employees | 15 |
| Year of foundation | 2007 |
| Contact person | Pia |
| Department / Function | Research |
| Direct telephone number | +32.(0)2.608.82.10 |
| Direct mobile | +32.(0)4.89.312.360 |
| Direct e-mail address | pia@thinkyoung.eu |
| Short Description of the Company | ThinkYoung is the first think tank that focuses on young people with offices in Brussels, Geneva and Hong Kong.  It is a not for profit organisation, with the aim of making the world a better place for young people, by involving them in decision making processes and by providing decision makers with high quality researches on youth’s conditions. |
| Other |  |

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| **PLACEMENT INFORMATION** | |
| Department / Function | Communications Assistant |
| Description of activities | * Support the communications and media needs of ThinkYoung; * Write press releases, articles, newsletters, brochures and content for the Web; * Development of a media network and contact database; * Making full use of online new media tools to further disseminate ThinkYoung’s activities; * Promotion of conferences and events; * Identification of suitable stories for developing into media pitches; * Attending relevant events and seminars; * Monitoring of the news agenda and reporting on specific coverage; * The Media Officer is in charge of managing all the members of the writing team and the publication their articles in our media partners or through ThinkYoung's media platforms); * When needed, manage ThinkYoung’s social media. * Being part of the ThinkYoung team, the intern might also be asked to contribute to other activities as project  execution, external relations, medias, fundraising, and office tasks... |
| Duration | Min 3 months |
| Working hours / Weekly hours | 9 h/per day; 180 h/per month |
| City | Brussels |
| Help with finding Accommodation | No |
| Financial Contribution | No |
| Other | This is an unpaid position. ONLY candidates eligible for scholarships (Leonardo, Erasmus, Eurodysse, etc...) will be considered. |

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| **REQUIREMENTS** | |
| Oral and written language skills | English (level: C )  Good knowledge of French (level: B)  Knowledge of other EU languages welcome |
| Computer skills | Familiar with Microsoft Office tools, Google, and social medias: web mastering; |
| Drivers license | No |
| Other | Good understanding of the EU policy-making processes |