

# Erasmus Placement Offer Form

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	<a href="http://thinkyoung.eu">http://thinkyoung.eu</a>
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	<p>ThinkYoung is the first think tank that focuses on young people with offices in Brussels, Geneva and Hong Kong.</p> <p>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.</p>
Other	

<b>PLACEMENT INFORMATION</b>	
Department / Function	Communications Assistant
Description of activities	<ul style="list-style-type: none"> <li>• Support the communications and media needs of ThinkYoung;</li> <li>• Write press releases, articles, newsletters, brochures and content for the Web;</li> <li>• Development of a media network and contact database;</li> <li>• Making full use of online new media tools to further disseminate ThinkYoung's activities;</li> <li>• Promotion of conferences and events;</li> <li>• Identification of suitable stories for developing into media pitches;</li> <li>• Attending relevant events and seminars;</li> <li>• Monitoring of the news agenda and reporting on specific coverage;</li> <li>• 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);</li> <li>• When needed, manage ThinkYoung's social media.</li> <li>• 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...</li> </ul>
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.

<b>REQUIREMENTS</b>	
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