

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	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	<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	

PLACEMENT INFORMATION	
Department / Function	Communications Assistant
Description of activities	<ul style="list-style-type: none"> • 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.

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