



## GenerationEuropeFoundation

### CALL FOR TRAINEE

**Industry:** European Youth Communication Programmes

**Internship Position:** Project Management Assistant

**Duration:** February – June 2012 (5 months)

**Remuneration:** Around €1000 per month, depending on experience

#### **Task Description:**

Assist with project management and project development of new youth communication projects, research and events. Proactively carry out a variety of tasks relating to the smooth running of the organization, including external communication; research; analysis and interpretation of research data; writing reports and administrative tasks.

#### **Non-exhaustive list of responsibilities:**

1. Conduct project and market research
2. Assist in the development of new project and partnership proposals
3. Administrative support for the management team
4. Prepare initial correspondence with stakeholders
5. Support the day-to-day operations and correspondence for various projects
6. Draft, modify and review documents, which include (but are not limited to) reports, project proposals and presentations
7. Compile project-specific databases
8. Assist in the communication on our website and social media

#### **Requirements:**

##### Essential:

- B.A. degree in a relevant field (EU affairs, Communication, Business development, or similar)
- Well-organised / Administrative skills
- Good researching skills
- Ability to work well both independently and in a small team, paying close attention to detail
- Fluent English and at least one more EU language.

##### Desired:

- Familiarity with EU decision-making processes
- Project coordination experience
- Familiarity with social media environment & web editing
- Good knowledge of German, French and / or Dutch is an asset.

Please apply by sending your CV and motivation letter (max. 1 page) to [annika@generation-europe.eu](mailto:annika@generation-europe.eu) before 27 January. No Europass CVs please.