NAME OF THE COMPANY: European Young Innovators Forum  
CITY & COUNTRY: Brussels/Belgium  
EMAIL CONTACT: eyif.innovator@eyif.eu  
WEBSITE: http://younginnovator.eu/  
FIELD & ACTIVITIES: Entrepreneurship, youth innovation, EU institutions

ABOUT EYIF:

The European Young Innovators Forum (EYIF eyif.eu) is the leading Foundation for Youth Innovation in Europe: we are independent, non-profit, pan-European, bottom-up association reaching in excess of 500,000 young people across Europe, giving voice to a community of young innovators, mentors, leaders and experts who believe in taking risks and changing mindsets for innovation.

EYIF regularly engages with EU policy makers, some of whom are on its advisory board, to shape the policy agenda on innovation and entrepreneurship. EYIF conducts some of the EU’s largest public programmes and private funded initiatives aimed at empowering aspiring young innovators. EYIF has a strong international dimension cooperating regularly with the US State Department, Global Innovation Summit @ Silicon Valley, and the World Economic Forum. EYIF’s Board of Advisers encompasses leading Members of the European Parliament active in innovation policy and leaders of Fortune 100 and 500 companies and other corporations that are global innovation market leaders, the European Investment Bank, and partners of major seed and venture capital firms.

DURATION: Internships last from 3-6 months and are subject to extension  
APPLICATION: All interested candidates should send their CV and cover letter to eyif.innovator@eyif.eu
1. PARTNERSHIPS DEVELOPMENT ASSISTANT

TASKS:

- work on developing partnerships for EYIF;
- look for new partnership possibilities for EYIF activities;
- manage Hubs communication and strategies on a daily basis;
- assist VP with Hubs activities and strategy;
- draft partnership presentations;
- look for new partnerships for specific projects.

SKILLS REQUIREMENTS:

- fluent in English;
- good social skills;
- good organizing and coordinating skills;
- proactive for looking for new partnerships that suit EYIF strategy.

2. OPERATIONS ASSISTANT

TASKS:

- Active contribution in day-to-day operations;
- Helping to event management (content and logistics);
- Performing various administrative tasks;
- Supporting EU projects implementation;
- Research on various topics.

SKILLS REQUIREMENTS:

- University degree;
- Excellent written and oral communication skills in English. French is an asset;
- Ability to manage stress, multiple deadlines and effectively prioritise workload;
- Ability to communicate effectively, both orally and in writing;
- Proficiency with MS Office applications and Internet is a must, acquaintance with other database management software is a strong advantage;
- Pragmatic, ability to take initiative and independently plan to meet deadlines;
- Self-starter, positive attitude, flexible, team player.
3. COMMUNICATIONS ASSISTANT

TASKS:
• Work with the head of the communications on a daily basis;
• Create and manage content to be published through the EYIF website, tweets, facebook posts and mini blogs;
• Manage photo and video production, using resources from the EYIF’s suppliers network;
• Support the management of events and activities organized by EYIF.

SKILLS REQUIREMENTS:
• You must have a Degree in Marketing and/or Communications, and/or Journalism;
• You have expertise with social media platforms like Facebook, Twitter, LinkedIn, Flickr and Youtube;
• You have excellent writing and comprehension skills in English - You are competent in MS Office programmes.

4. JUNIOR EU PROJECT ASSISTANT

TASKS:
• Assisting the EU Projects Director;
• Project planning, implementation and evaluation activities;
• Drafting terms of reference, budget estimates and other project documents;
• Daily management of current projects;
• Maintaining contacts with international experts, project partners and other stakeholders;
• Organization of meetings and events;
• Preparing project reports.

SKILLS REQUIREMENTS:
• A university degree, preferably in business, management, political sciences or related subject;
• Excellent English written and oral communication skills;
• Excellent analytical skills, knowledge of finance and budgeting process;
• General understanding of EU policies, EU institutions and EU funding mechanisms;
• Strong ability to work under pressure and with tight deadlines;
• Assertiveness and self-confidence;
• Entrepreneurial spirit.
5. POLICY OFFICER

TASKS:
- Develop and contribute to lead public policy campaigns across the range of policy areas that impact EYIF;
- Draft policy papers and monitor EU and national policy initiatives and instruments on innovation related topics;
- Contribute to the development of a strategic approach for the promotion of Youth Innovation & entrepreneurship in Europe;
- Contribution to the management of the on-going EU Projects and events of EYIF;
- Monitoring of EU funding possibilities
- Drafting proposals for EU funding.

SKILLS REQUIREMENTS:
- A university degree, preferably in business, management, political sciences or related subject;
- Excellent English written and oral communication skills;
- General understanding of EU policies, EU institutions and EU funding mechanisms;
- Interest in public affairs
- Strong ability to work under pressure and with tight deadlines;
- Assertiveness and self-confidence;
- Entrepreneurial spirit.

6. DESIGNER

TASKS:
- work on creating a visual identity for pan-European campaigns;
- design logos for different campaigns;
- do ads, brochures, roll-ups design;
- design promo materials for a variety of projects;

SKILLS REQUIREMENTS:
- fluent in English;
- good knowledge and experience in working in different design software;
- previous experience in promo material design.