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

1. 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.

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. 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
- Writing 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.