



## Call for applications: Internships at the International Office of the EYP

The European Youth Parliament (EYP) is a unique educational programme which brings together young people from all over Europe, to discuss current topics in a parliamentary setting. The EYP is a non-partisan and independent programme. The EYP consists of a network of 40 European associations and organisations in which thousands of young people are active in a voluntary capacity. With its international, national and regional sessions it reaches out to ca. 30 000 young people all over Europe every year. The international umbrella organisation of the EYP is the Schwarzkopf Foundation, hosting the International Office of the EYP.

We are now looking for interns for approximately the following periods:

- 15<sup>th</sup> of August 2017 – 15<sup>th</sup> of November 2017
- 1<sup>st</sup> of November 2017 – 1<sup>st</sup> of February 2018

Or (if you would like to complete this internship as an obligatory part of your university studies) – for a six month period, approximately 15<sup>th</sup> of August 2017 until 15<sup>th</sup> of February 2017.

### Would you like to...

- gain relevant experience in a non-profit-organisation, running an educational programme for young people all over Europe
- get insights into fields like project management, communications and event organisation?
- be part of a young, motivated and professional team?
- live in one of the coolest capitals in Europe?
- earn 450 EUR per month while doing so?

### Do you have...

- good knowledge of English?
- good communication skills?
- previous experience in office work?
- a good team spirit?
- solid knowledge in Microsoft Office, especially Excel and Word (including serial letters) ?
- experience in EYP (not obligatory) ?
- loads of enthusiasm and motivations?
- interest in the aims of our organisation?

Then we are looking for you!



The European Youth Parliament is offering full time internship positions at its International Office in Berlin. We are looking for students who would like to gain professional experience in the operations of an international NGO for the duration of three months.

## Main tasks

You support the Project Managers of the EYP team in the following areas:

- participant management for the International Sessions
- practical preparations for events
- drafting and revising of reports and applications,
- administrative tasks,
- preparing and updating databases,
- preparing and administering evaluations and polls
- composing invitations and other materials,
- other tasks depending on current projects and events.

Please note that the maximum length of the internship is usually three months. Applicants who complete the internship as **an obligatory part of their studies** may also be eligible for a longer term period, in which case there is the potential for a compensation higher than the 450 EUR specified above. Please indicate relevant details in your application.

Applicants from outside the EU should take into account a sufficiently long application period for the visa permit application before the start of the internship.

The concrete time periods we are offering are indicated above and in the application form. In the online application form, we also ask you to attach your letter of motivation and your CV in English.

Please submit your application online, using the following portal: <http://polls.eypp.org/internship-application-eypp>

**For earliest consideration, please submit your application by 10th of July 2017, midnight 23:59 CET.**

## Contact person for further questions

Lukas Fendel, Executive Director

[l.fendel@eypp.org](mailto:l.fendel@eypp.org)

[www.schwarzkopf-stiftung.de](http://www.schwarzkopf-stiftung.de)

[www.eypp.org](http://www.eypp.org)