



## **Call for applications: Student Assistant**

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### **The Schwarzkopf Foundation with its programme European Youth Parliament, based in Berlin, is looking for a Student Assistant (Studentische Hilfskraft).**

The European Youth Parliament (EYP) is one of the largest European platforms for political debate, intercultural encounters, political educational work and the exchange of ideas among young people in Europe. The EYP consists of a network of 39 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 over 28 000 young people all over Europe every year. The international umbrella organisation of the EYP is the Schwarzkopf Foundation.

The Schwarzkopf Foundation Young Europe supports the development of young people into politically-aware and responsible citizens by focusing on the strengthening of the European idea and pan-European understanding. Our aim is to develop a dialogue between young people of 16 to 28 years of age and leading figures from the world of politics, economy and culture. We provide young people information about the decision-making process in Europe and make this process visible and tangible and thus beneficial to the education of young people.

We are seeking a part-time Student Assistant to support us with our European Youth Parliament projects, for two days a week, with a total work time of 12h/week and 48h/month. The hourly salary is 10,98 EUR (TV Stud II). The position is available for five months from 1.8.2015 until 31.12.2015 at the European Youth Parliament's international office in Berlin.

The student assistant will primarily be responsible for:

- Communication tasks and managing our communication channels;
- Supporting our project in cooperation with the German Federal Foreign Office, to strengthen civil society in Eastern Partnership countries: Armenia, Azerbaijan, Belarus, Georgia and Ukraine;
- Drafting and revising of reports and applications;
- Supporting our project managers with project accounting.

### **Requirements and selection criteria**

- Initiative and ability to work independently on tasks;
- Good English skills (spoken and written);
- Experience in working with MS Office programmes, good knowledge of excel;
- Experience in EYP (desired);
- Experience in work with volunteers and volunteer organisations;

- Good team spirit, enthusiasm and motivation;
- Interest in the aims of our organisation and in current European affairs.

### **We offer**

You will be working in a young, international and dynamic team in the centre of Berlin. You will actively participate in the work and development of the EYP and the Schwarzkopf Foundation, taking over your own responsibilities and the possibility to fully contribute to an evolving youth organisation with your ideas and innovations.

The position is temporary limited until December 2015. The envisaged date of entry is August 1st 2015.

More information about us is available on [www.eyp.org](http://www.eyp.org).

### **Application**

We would be happy to receive your application in English, consisting of your CV and a separate motivation letter, by **Monday 6<sup>th</sup> of July 2015** to [info@eyp.org](mailto:info@eyp.org).

We are looking forward to your application!



Krista Simberg  
Executive Director  
European Youth Parliament