

Placement Offer

EMPLOYER INFORMATION	
Name of organization	European Youth Information and Counselling Agency (ERYICA)
Address	Place de la Gare, 26
Postal Code	L-1616
City	Luxembourg
Country	Luxembourg
Telephone	+352 24873992
Fax	+352 26293215
E-mail	secretariat@eryica.org
Website	www.eryica.org
Number of employees	3
Year of foundation	1986
Contact person	Davide Capecchi
Department / Function	Director
Direct telephone number	+352 621 295 314
Direct e-mail address	director@eryica.org
Short Description of the Company	<p>The European Youth Information and Counselling Agency (ERYICA) is an independent European organisation, composed of national youth information co-ordination bodies and networks. It works to intensify European co-operation in the field of youth information work and services. It aims to develop, support and promote quality generalist youth information policy and practice at all levels, in order to meet the information needs of young people in Europe and to apply the principles of the European Youth Information Charter.</p>

PLACEMENT INFORMATION	
Department / Function	Secretariat
Description of activities	Support in event organisation: gathering information on participants, offers from providers, online applications, coordinating with organisers, booking travels, feeding the internal database, follow-up. Support for the administrative tasks in the Agency, including processing the correspondence, documentation and files necessary for the general administration and for the projects of the Agency; Provide support in project management, mostly within the "Youth in Action" programme of the European Union; Edit our website and work on the maintenance of our online platforms; Support in the coordination of activities related to the projects and daily work of the Agency.
Duration	3-6 months
Working hours / Weekly hours	6 per day / 30 per week
City	Luxembourg
Help with finding Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	No financial contribution, but flexibility in working hours and some possibility of travelling on mission

REQUIREMENTS	
Oral and written language skills	<input checked="" type="checkbox"/> English, Very Good
Computer skills	Basic
Drivers license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	<p>Only for those who hold already a Leonardo da Vinci or Erasmus scholarship or who are linked to already approved projects.</p> <p>Interested candidates are kindly invited to send their CV to the email addresses above.</p> <p>Due to the high expected number of applications, only shortlisted candidates will be contacted.</p>