



# European Youth Forum– (Education)

## Organisational Profile

The European Youth Forum (YFJ) is an independent, democratic, youth-led platform, representing 98 National Youth Councils and International Youth Organisations from across Europe. The YFJ works to empower young people to participate actively in society to improve their own lives, by representing and advocating their needs and interests and those of their organisations towards the European Institutions, the Council of Europe and the United Nations. Website: [www.youthforum.org](http://www.youthforum.org)

## Internship Profile

The intern will assist the Policy and Advocacy Coordinator at the European Youth Forum's Secretariat in specific projects that support the development of the Network on Quality Assurance in Non-Formal Education.

Her/his assignments, under supervision of the Policy and Advocacy Coordinator, will include:

- assist in running the Quality Trainings of the Network, assist with communication with the participating organisations-trainers-advisors, meeting preparation
- gather latest data and policy developments on Non-Formal Education and Quality Education in Europe, also by directly contacting national ministries, education agencies and the Youth Forum's member organisations
- attend relevant briefings by the Commission, Council, Parliament and think tanks and report on these meetings
- assist with the Network's day to day functions: website updating, contacting possible new members of the network, articles, events and presentations, maintaining databases, creation of distribution lists; etc.
- other tasks as may be required in relation to the work of the Forum

## Intern Profile

- strong research and analytical skills
- background in political science, international relations, European studies, education or related field;
- strong organisational skills
- knowledge of EU institutions, national policy making processes in Member States and interest in education policies is an asset
- excellent English writing skills, preferably at native speaker level
- ability to work independently and under tight deadlines