

# European Youth Forum

## 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 Officer Employment and Social Affairs at the YFJ's Secretariat in specific projects that support the policy work on youth employment policies in the European Union.

Her/his assignments, under supervision of the Policy Officer, will include:

- assist in background research and drafting of a brochure on issues related to youth employment policies across Europe
- gather latest data and policy developments on youth employment policies in Europe, also by directly contacting national ministries and employment agencies and Forum's member organisations
- attend relevant briefings by the Commission, Council, Parliament and think tanks and report on these meetings
- assist with the Forum's day to day functions: website revisions, preparation of media compilations
- 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, economics or related field
- ✓ strong organisational skills
- ✓ knowledge of EU institutions, national policy making processes in Member States and interest in employment policies affecting youth is an asset
- ✓ Excellent English writing skills, preferably at native speaker level
- ✓ Ability to work independently and under tight deadlines