

ThinkYoung Business Development

Location: **Brussels Office**

Type of contract: **Full time contract**

Starting date: **September 15, 2018**

We are looking to recruit **Business Developments**. The selected candidates will have to be business lovers, exceptional individuals, passionate about youth policy and young people in general (education, children's rights, employment), and who are driven to be the platform for young people to raise their voices through the projects into society. If you share this passion with us, then we want to hear from you.

ThinkYoung is the first think tank that focuses on young people. It was founded in 2007 and has expanded to have offices in Brussels, Geneva, Madrid and Hong Kong.

It is a non-for-profit organisation, with the aim of making the world a better place for young people, by involving them in decision-making processes and by providing decision makers with high quality research on key issues affecting young people.

At ThinkYoung, employees are autonomous. To be successful this requires a strong proactive attitude and sense of initiative. Moreover, employees have the liberty to propose new ways of achieving goals, and to develop ThinkYoung's projects. In addition, versatility is required as employees may also contribute to activities that do not necessarily deal with their original position (see below).

Main tasks:

Identify pan-European and international projects (campaigns, community projects, film screenings, etc.) of interest.

Screen and reach out to potential partners (corporates, institutions).

Prepare proposals and reports for projects and monitor progress of assigned projects and output of baseline assessments

Liaise and maintain good relationships with all project partners internally and externally

Provide secretarial support and administrative support in business development and implementation

Requirements:

Excellent written and spoken English; knowledge of other European languages is an asset

Structured, attentive to details, meticulous and punctual

Extrovert/Outgoing personality

Organized and self-motivated working style, proactive attitude

Student or recent graduate of Business, Event Management, Communication, Public Relations, Marketing, or related disciplines is an advantage

Good oral and written communication skills are needed, including the ability to communicate effectively with all levels of staff

Interviewing and writing skills are required

Good organization, team player, excellent communication skills, sociable

Ability to work both in a team and individually
Prior working experience in consultancy companies and multinational companies is a distinct advantage

What we offer:

Interaction with high-calibre external stakeholders
Knowledge of the European institutions, including contacts amongst Members of the European Parliament and the European Commission
Possibility to travel
Knowledge about European programs and funding mechanisms
Project management experience
Research skills: surveys, research on different topics related to youth
Language skills and intercultural competences due to the multinational environment
Work experience in an NGO

Net Monthly Salary

€1750/month + bonus + tickets restaurant + laptop + insurance + trainings

It can be adapted based on proven skills and work experience

Please apply with a CV, cover letter, and the name of two referees to
recruiting@thinkyoung.eu

(All personal data collected will be used for recruitment purposes only)