

# ThinkYoung External Relations Officer (Internship)

## External Relations Intern

**Internship at ThinkYoung:** 6 months minimum

**Office:** Brussels, Hong Kong

At ThinkYoung, interns are autonomous and have a distant follow-up. This requires a strong proactive attitude and sense of initiative. However, interns have the liberty to propose new ways of doing, and to develop ThinkYoung's projects. At the same time, polyvalence is required as they might be asked to contribute momentarily to activities that do not necessarily deal with their original position (see below).

## Responsibilities

- Partnerships and fundraising: the intern will nurture and maintain the already existing external relations (meetings, getting in contact, maintaining the link). Those contacts are mainly large companies, civil society, and EU bodies.
- Visibility: the intern will have to spread ThinkYoung's network by attending public events (conferences, workshops, auditions, etc...).
- Marketing: in order to maintain and develop those partnerships, the intern will provide a preliminary marketing work (designing brochures, setting up partnership agreements, developing ThinkYoung's branding policy, developing of bespoke projects based on the requirements of, clients. etc...)
- Being part of ThinkYoung's team, the intern might also be asked to contribute to other activities as project execution, medias, fundraising, and office tasks...

## Requirements

- Bachelor degree (or equivalent professional experience) in economics, business, international relations, politics or any other academic research background;
- Extrovert/Outgoing personality
- Organized and self-motivated working style, pro-active attitude
- Good understanding of the EU policy-making processes;
- Fast-learning self-starter comfortable in a fast-paced international environment;
- Ability to work both in a team and independently;
- High level of English written; knowledge of French and other languages not necessary, but a plus
- Good organization, team player, excellent communication skills, sociable;
- Familiar with Microsoft Office tools,
- Excellent verbal & written communication skills

**What we offer**

- Interaction with high-caliber external stakeholders.
- Knowledge of the European institutions, including contacts amongst Members of the European Parliament and the European Commission
- Fundraising skills, including contacts in Public Affairs, Companies, Foundations and other donors
- Knowledge about European programs and funding mechanisms
- Project management skills: organization of small and large projects
- Language skills and intercultural competences due to the multinational environment
- Work experience in an NGO