



ThinkYoung Communications Manager

Location: **Brussels Office**

Type of contract: **Full time contract**

Starting date: **September 15, 2018**

We are looking to recruit an enthusiastic **Communications Specialist** with an experience of at least one year. The main functions of the position will be to work on our external and internal communications. Promoting a positive public image and controlling the dissemination of information on ThinkYoung's behalf are the core of this position. If you hold these qualities and interests, 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 not-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, business oriented mind 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:

- Coordinate the communication team
- Update databases of media contacts
- Clean up and improve the ThinkYoung communication databases (files and folders)
- Develop effective corporate communication strategies
- Manage internal and external communications
- Draft content (e.g. press releases) for mass media
- Organize initiatives and plan events or press conferences
- Liaise with media and handle requests for interviews, statements etc.
- Foster relationships with young associations, schools and universities
- Collaborate with journalists to produce copy for articles
- Create social media campaigns contents
- Preparation of documents (press kit/flyers/presentations)
- Demonstrate illustrative skills with rough sketches and work on layouts ready for print/online posts (associations, companies, EU bodies)

Requirements:

- Excellent written and spoken English; knowledge of other European languages is an asset
- Proven experience as communications specialist at least one year.
- Experience in web design and content production
- Experience in copywriting and editing

- Solid understanding of project management principles
- Working knowledge of MS Office
- Outstanding organizational and planning abilities



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 skills: organization of small and large projects
- 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 slightly 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)