

Erasmus Placement Offer Form

| EMPLOYER INFORMATION | |
|----------------------------------|---|
| Name of organization | VoteWatch Europe |
| Address | Avenue de Tervueren, 32-34 |
| Postal Code | 1040 |
| City | Brussels |
| Country | Belgium |
| Telephone | 0032 2 318 11 88 |
| Fax | / |
| E-mail | secretariat@votewatcheurope.eu |
| Website | www.votewatcheurope.eu |
| Number of employees | 2 |
| Year of foundation | 2009 |
| Contact person | Elisa Irlandese |
| Department / Function | Policy and Events assistant |
| Direct telephone number | 0032 2 318 11 88 |
| Direct mobile | / |
| Direct e-mail address | elisa@votewatcheurope.eu |
| Short Description of the Company | VoteWatch Europe is an independent organisation set up to promote better debates and greater transparency in EU decision-making, by providing easy access to, and analysis of, the votes and other activities of the European Parliament (EP) and the EU Council of Ministers (Council). VoteWatch uses the EU Institutions' own attendance, voting and activity data – available through their websites – to give a full overview of MEP and Member State activities. |
| Other | / |

| PLACEMENT INFORMATION | |
|---------------------------------|--|
| Department / Function | Research or Communication Assistant |
| Description of activities | <ul style="list-style-type: none"> - Monitoring of the latest developments in the European Institutions (European Parliament, Commission and Council), member states and the media; - Producing ad hoc researches, background notes and/or presentations on relevant items; - Assisting in the organisation of events and meetings; - Drafting documents and reports for internal and external use; - Producing communication materials, marketing and dissemination; - On line (social media) and off line community management; - Acting as a back-up to other colleagues; - Administrative work will also be part of the job. |
| Duration | Min 3 months |
| Working hours / Weekly hours | 8 h/per day; +/- 168 h/per month |
| City | Brussels |
| Help with finding Accommodation | No |
| Financial Contribution | No |
| Other | <p>Desirable:</p> <ul style="list-style-type: none"> - Outgoing and proactive personality; - Previous experience in project management would be a plus. <p>Application deadline:</p> <ul style="list-style-type: none"> - 23 December 2014. |

| REQUIREMENTS | |
|----------------------------------|---|
| Oral and written language skills | English (level: Proficient). Knowledge of other EU languages welcome. |
| Computer skills | Familiar with Microsoft Office tools (particularly word, excel and power-point) and social media. |
| Drivers license | No |
| Other | - Good knowledge of the EU decision-making process; - Interest in EU affairs and EU politics in general. |