

# 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	<a href="mailto:secretariat@votewatcheurope.eu">secretariat@votewatcheurope.eu</a>
Website	<a href="http://www.votewatcheurope.eu">www.votewatcheurope.eu</a>
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	<a href="mailto:elisa@votewatcheurope.eu">elisa@votewatcheurope.eu</a>
Short Description of the Company	<b>VoteWatch Europe</b> 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	/

<b>PLACEMENT INFORMATION</b>	
Department / Function	Research or Communication Assistant
Description of activities	<ul style="list-style-type: none"> <li>- Monitoring of the latest developments in the European Institutions (European Parliament, Commission and Council), member states and the media;</li> <li>- Producing ad hoc researches, background notes and/or presentations on relevant items;</li> <li>- Assisting in the organisation of events and meetings;</li> <li>- Drafting documents and reports for internal and external use;</li> <li>- Producing communication materials, marketing and dissemination;</li> <li>- On line (social media) and off line community management;</li> <li>- Acting as a back-up to other colleagues;</li> <li>- Administrative work will also be part of the job.</li> </ul>
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"> <li>- Outgoing and proactive personality;</li> <li>- Previous experience in project management would be a plus.</li> </ul> <p>Application deadline:</p> <ul style="list-style-type: none"> <li>- 23 December 2014.</li> </ul>

<b>REQUIREMENTS</b>	
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.