**Job Offer: Part-Time Assistant**

**To work in LYMEC’s Office from September 2016 to 16th December 2016**

The European Liberal Youth is looking for a part-time assistant for three months.

The successful candidate will be working in LYMEC's office together with the Secretary General from late September to mid-December.

The assistant will support the Secretary General in daily office tasks and the organization of events; s/he will help the board of the organization with European policy developments and execution of campaigns and special projects (planning, graphic production and implementation).

**We are looking for a candidate who *must be:***

- Politically literate

- Aligned with the broad principles of the organization

- Well organized when it comes to **office work and event management**

- Available to **travel** for work (costs covered by the organization)

- Experienced in using **social media for communication**

- **Fluent in English**

**The candidate we are looking for *would ideally also*:**

- Have experience in organizing events

- Have a strong interest in European politics and knowledge of the basic functioning of EU institutions

- Have at least passive skills in French

**What we offer:**

- A part-time (20 weekly hours) contract for three months

- €800 gross monthly salary and lunch vouchers of €7 per working day

- A vantage point to European policymaking and a great opportunity for networking

**To apply:**

- Send a one-page motivation letter and your CV to office@lymec.eu, cc to bureau@lymec.eu by **3 of September, noon CET.**

- Shortlisted candidates will be interviewed (in person or via Skype) from **6 to 8 of September**.

- Answers will be sent by **12 of September** the latest.

**Please note:** LYMEC does not cover relocation expenses or accommodation.