

EMPLOYER INFORMATION

Name of organization	Bulgarian Youth Forum
Address	Correspondence address: Bulgaria, 1335 Sofia, Lyulin, bl.156, fl.4, apt.14
Telephone and fax	+359 886 37 02 13
Website and e-mail	www.bulgarianyf.eu ; bulgarianyf@gmail.com
Number of employees	2
Short description of the company	<p>Bulgarian Youth Forum is a youth organisation, which supports the young people in their efforts to be complete and active persons in the society. In this connection we aim to establish and facilitate socially beneficial activities, having a direct and indirect impact on developing the youth potential. On account of this we have activities in different spheres which can be of interest for the young people like human rights, social work, tolerance, saving of cultural and historical heritage, developing the tourism in unpopular region and supporting the appearance of new working places for the young people there and so on. As our members are with different social and cultural background we support them to have equal possibilities for personal and professional development and to play an active role in the society. Through our activities we show the young people how important is to live in peace and to be united as this is a way to promote the democratic virtues and make them a stable base for the prosperity and development of our society.</p> <p>Bulgarian Youth Forum has many partner projects abroad. The organization strengthen its international contacts in order to enable more young people to travel and gain experience, which would help them in the realization of their own ideas and projects in Bulgaria. These activities are part of the Bulgarian Youth Forum's initiative to help the development of young leaders who can be a "generator" of innovative ideas and approaches to youth development.</p> <p>BYF organises youth trainings on local level, which, by using the methods of non-formal education, had to support youth in their aspiration to be active citizens and to stimulate their communication and professional skills. In addition, participating in the trainings, they increase their employability; they exchange ideas and experience and gain new information about opportunities of different programmes supporting youth development and growing-up.</p> <p>Since late 2012 Bulgarian Youth Forum is officially a basic institution of the Faculty of Education at Sofia University "St. Kliment Ohridski". Experts from the association organize and carry out the pre-diploma practice of the students from the Faculty of Education.</p> <p>BYF is accredited organisation under EVS as sending, hosting and coordinating organisation.</p>

CONTACT DETAILS

Contact person for this traineeship	Dr. Tsvetelina Tsvetkova
Department and designation / job title	International Coordinator

E-mail address and direct telephone number	tsvetieharlin@gmail.com; +359888751407
Application Procedure	
Who to apply to (including contact details)	tsvetieharlin@gmail.com; +359888751407
Deadline for applications	No specific deadline
Application process	First stage: CV and Motivation Letter; Second stage: Online Interview with the selected candidates
Other	

Please provide as much information on the placement as possible

PLACEMENT INFORMATION	
Department / Function	1 placement for Project Management Assistant position and 1 placement for Social Media Coordinator position
Description of activities	<p>Project Management Assistant</p> <ul style="list-style-type: none"> Activities in project management: preparing, implementing and reporting projects in the field of "Erasmus+" Activities with young specialists in non-formal education: preparing workshops, presentations and discussions. Taking part in different activities (events, seminars, workshops, projects, campaigns, etc.), connected with the everyday work of the organization with young people from the target groups <p>Social Media Coordinator</p> <ul style="list-style-type: none"> Coordinating the dissemination of all of the activities of the organization in the different social media channels and official website Creating photo/video/ text materials to promote the activities of the organization among the youth on national and international level Selection of information for sharing in our social media from partner organisations and events directed to young people
Location	Sofia, Bulgaria
Start Date	01.10.2018
Duration	From 2 to 12 months
Working hours per week	30 hours
Accommodation (please select)	Self-organized (BYF can provide consultation and orientation if needed)
Details of financial and "in kind" support to be provided	BYF can support the candidates in the process for applying for financial aid under Erasmus+ traineeship/internship/. BYF provide suitable

	working place and environment in our office, which is fully equipped. In connection with some of the activities BYF can also cover travel expenses within the country.
Languages and level of competence required	English Language , B2-C1
Computer skills and level of skills required	Social media coordination, Photos and Video Editing
Other	Initiative, team-work skills, intercultural communication, flexibility, strictness about deadlines, multitasking, wish to share knowledge and skills with young people of our target groups

INFORMATION PROVIDED BY	
Name	Dr. Tsvetelina Tsvetkova
Department / Function	International Coordinator
E-mail address	tsvetieharlin@gmail.com
Phone number(s)	+359888751407
Date	08.05.2018