

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Centre Information Jeunes –National Youth Information Center
Address	Place de la Gare, 26
Postal Code	L-1616
City	Luxembourg
Country	Luxembourg
Telephone	+352 26293200
Fax	+352 26293215
E-mail	info@cij.lu
Website	www.cij.lu
Number of employees	10
Year of foundation	1987
Contact person	KECHAGIA LIA
Department / Function	EU PROJECTS COORDINATOR
Direct telephone number	+352 26293219
Direct e-mail address	Lia.kechagia@jeunes.lu
Short Description of the Company	<p>The main missions of the "Centre Information Jeunes" (youth information centre) are information and assistance. Our way of operating our information service and of organising our information projects relies on the philosophy stipulated by the ERYICA (European Youth Information and Counselling Agency) - International Charter of Youth Information. Our information service is open to all public. Everybody has the right to enter the centre without the trouble of a prior appointment. Information can be requested via phone, e-mail or by personally showing up at the centre. And all type of questions are received and dealt with the necessary seriousness. Furthermore the charter stipulates that the given information has to be correct, objective, updated and as complete as possible. So if</p>

	<p>the staff of the centre cannot immediately give a satisfying response, the question in concern is redirected to a more competent source in that domain. Our information service is divided in different thematic spaces, based on the demands we get. The most popular subjects are: the European Voluntary Service, low budget holidays, the EURO<26 card, cultural activities in the transnational region of Luxembourg, Belgium, France and Germany, working camps, linguistic courses, student jobs, job search, These thematic spaces always include different printed documentation exposed to the visitors. Young people looking for information can either freely consult that displayed material or they can ask concrete assistance from one of the educators working there.</p>
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PLACEMENT INFORMATION	
Department / Function	Translation
Description of activities	<p>We are currently seeking for a trainee to help us translate our websites and publications in German</p> <p>Key skills for translators :</p> <ul style="list-style-type: none"> • German mother tongue • Very good command of English and French • University education (background in Translations a plus) • Highly-motivated • Experience with information technologies (website management, content management system, MS Office package etc.)
Duration	6 months
Working hours / Weekly hours	6 per day / 30 per week
City	Luxembourg
Help with finding Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Financial Contribution	<input checked="" type="checkbox"/> Yes under discussion <input type="checkbox"/> No
Other	

REQUIREMENTS	
Oral and written language skills	<input checked="" type="checkbox"/> German, English, French
Computer skills	Very good
Drivers license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	