

ERASMUS + INTERNSHIP

Company: Erasmus Student Network Coimbra http://esncoimbra.org/	Contact Person: HR Coordinator, João Miguel Leitão hr@esncoimbra.org
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INTERNSHIP DESCRIPTION

Fields	Places
Human Resources	1
Web Development	1
Content Creation	1

- Human Resources -

Requirements:

- Fluency in English (speaking and writing);
- Basic Level Portuguese (**not required but valued**);
- Proficiency in Google Tools and Microsoft Office;
- Good organisation and planning skills;
- Ability and motivation to work in multicultural environment;
- Empathy;
- Cooperation and teamwork;
- Good communication skills;
- Good understanding of volunteer work and organisations.

Main tasks

- Office management;
- Assistance to the Human Resources Department (documentation and tools for team management and tracking, needs assessment, scheduling trainings, feedback analysis and reporting, etc.).

- Web Development -

Requirements:

- Fluency in English (speaking and writing);
- Experience in Drupal;
- Proficiency in Google Tools and Microsoft Office;
- Good organisation and planning skills;
- Ability and motivation to work in multicultural environment;
- Cooperation and teamwork;
- Good communication skills;
- Good understanding of volunteer work and organisations.

Main tasks

- Developing plan to restructure ESN Coimbra's website, in cooperation with the Web Project Manager;
- Website management;
- Cooperation on communication projects and campaigns.

- Content Creation -

Requirements:

- Fluency in English (speaking and writing) (C2 Level);
- Experience in project management (**not required but valued**);
- Proficiency in Google Tools and Microsoft Office;
- Creativity;
- Good organisation and planning skills;
- Ability and motivation to work in multicultural environment;
- Cooperation and teamwork;
- Good communication skills;
- Good understanding of volunteer work and organisations.

Main tasks

- Review and reform of existing content and documentation;
- Review of ESN Coimbra's website structure;
- Website content management, in cooperation with communication department;
- Cooperation on communication projects and campaigns.

Internship Place

Casa da Lusofonia
Rua do Arco da Traição, nº3
3000-056 Coimbra
Portugal

Schedule

Full time internship - 35
hours per week

Training period - 4 months // 12 months
