

General information

Duration:

4 months

Commitment:

Full-Time

Description:

We are looking for enthusiastic university students or recent graduates eager to gain experience in the project management supporting the Erasmus + project coordinator with all the tasks concerning the PCM.

Duties:

Identify funding opportunities

Apply to request of partnership

Design project proposals

Select partners for internal project proposals

Assist in administrative tasks and project management

Prepare reports and presentations

Communicate with project partners and relevant stakeholders

Manage dissemination activities and update media channels

Explore and establish networking with international public and private institutions for educational purposes.

Requirements:

Good knowledge of the Erasmus+ Program and of the project management

Strong written and spoken English (knowledge of Italian language is a plus)

Good MS Office skills

Excellent communication skills and ability to work both in a team and independently

Effective time management and problem solving mindset

Proactive attitude and high motivation

What we offer:

Great opportunity to learn about EU funding opportunities and improve your project management skills.

A friendly environment valorizing initiative and creativity.

Flexible working hours

Assisting you with relocation in Rossano.

Duration: 3 – 4 months

Period:

1) February - May

2) August - October

3) November - February

Commitment: 30 hours W/W

How to apply:

If you are interested in our internship, please send your cv and motivation letter to europa@comunecoriglianrossano.eu indicating:

- preferred period according to the ones mentioned above.
- university deadline for erasmus traineeship application

Only suitable candidates will be contacted for a skype interview.

Compensation:

No financial compensation

Years of Experience required:

No