

Internship offer

Company Information	
Name of the hosting organization (*)	ESA - ERASMUS STUDENT ASSOCIATION
Company Description	IC ESA Napoli is a non-profit association, recognized by the Municipality of Naples Metropolitan City, and part of the national federation of Erasmus Associations "International Community" - IC Network. It is made up of students who offer free assistance services and organize activities for all international students. The main mission is to help and promote the integration of students in the city and thus promote youth activities and artistic and cultural heritage both locally and nationally.
Company email address	traineeship@erasmusnapoli.com ;
Company full address – Country (*)	LEGAL OFFICE: Via Bernardo Cavallino, 87, 80131 Napoli (NA) - Italia FRONT OFFICE: Galleria Principe di Napoli, XII-XIII, 80135 Napoli (NA) - Italia
Company website (*)	www.erasmusnapoli.com ; www.erasmusnapoli.it ;
Contact Person - Name and mail	PLEASE CONTACT JUST FOR EMERGENCY ===== Marco Villani, President, +393480089173 (Italian - English) traineeship@erasmusnapoli.com ===== Vincenzo Ruggiero, Vice President, +393403973764 (Italian - Spanish - English) traineeship@erasmusnapoli.com
Number of employees (*)	<50 Voluntarios
Your organization is a Start Up? (*)	No
Title of the offer (*)	Front Office Specialist
Link to the source (*)	www.erasmusnapoli.com/en/traineeship.php
Role (*)	Intern



Industry (*)	Turism, Visual Arts, Communication, Marketing, Economy, Translations, Management, EU Project Management, Legal, Education,
Functional Area (*)	Services and Events
Location (*)	Galleria Principe di Napoli (Office) in the historic center of Naples. The activities can be organized throughout the city of Naples, in some towns around or in different cities in Italy chosen to visit during tour, excursions and trips.
Main duties (*)	<p>Attend, welcome and help international students at our Office and in Naples in general, to get their erasmus experience the most wonderful one.</p> <ul style="list-style-type: none"> ● Create a strategic plan to action for reach new customers, especially incoming from the country of the trainees; ● Create and develop a plan synergies for future collaborations with european associations and companies; ● Create an economically self-sustainable plan to manage Association in short, medium and future range, in events, activities, recruitment and communication.
What the intern will learn (*)	<ul style="list-style-type: none"> ● Organisational skills and attention to detail; ● Communication and interpersonal skills; ● Negotiation skills when looking for the best price from venues, suppliers and contractors; ● Time-management skills and the ability to work under pressure to ensure the efficient running of an event; ● Project management experience; ● Problem-solving skills and diplomacy; ● Sales and marketing skills to promote the event and attract sponsorship; ● The ability to manage budgets; ● A flexible, target-driven, proactive approach; ● Administrative and IT skills; ● Self-motivation and enthusiasm. Creative thinking, communication skills; ● The ability to analyse a problem and create new solutions.

Further information	<p>MAIN TASKS FOR ALL OUR INTERNS (regardless of the chosen figure):</p> <ul style="list-style-type: none"> • Attend and help international students at our Office; • Inform students about our trips and activities; • Help in organizing and creating new events and activities; • Attend our events; • Support our team in all the tasks that are necessary.
Duration (*)	from 3 to 12 months
Working hours (*)	40H/WEEK (40 hours per week includes weekly activities, events, office hours, staff meetings, informal meetings with customers and or staff)
Start Date (*)	Anytime from 16/08/2021 (best periods depend from the figure)
Apply by (*)	60/90 days before
Date of publication (*) Deadline of publication (*)	01/05/2021 31/12/2021
Training bursary (*)	No, but we can be eligible as Host Organization for Erasmus+ Traineeship Mobility Scholarship Calls
Candidate Category (*)	Any undergraduate or graduate student.
Level of Education (*): (BA/MA/PhD/Other)	BA/MA/PhD/Other
Field of Education (*)	<ul style="list-style-type: none"> • COMMUNICATION (Journalism, Audiovisual, Advertising, Public Relations); • TOURISM; • LEGAL AND SOCIAL SCIENCES (Law, Policies, International Relations, Labor Relations ...); • ECONOMY AND BUSINESS (Economics, Accounting and Finance, Marketing, Human Resources); • ARTS AND HUMANITIES (History, Philosophy, Fine Arts, Language, Design);
Willing to host person with disabilities (*)	The organization doesn't have proper infrastructure to host people with disabilities unfortunately

Language Skills (*)	ENGLISH + 1 another language between: SPANISH, FRENCH, TURKISH, GERMAN
Digital Skills	Google and Microsoft Office Suites
Other skills requested	Young, open minded, teamworker and extrovert people. Motivation for new challenges.
Information for Application (*)	Send the CV and the indicate the specific figure's applying for to traineeship@erasmusnapoli.com

(*) Mandatory Fields

(*) **Mandatory fields In Arqus colour:** Fields that go visible on the website. The URLs in brown don't go visible.