



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 Via Bernardo Cavallino, 87, 80131 Napoli (NA) - Italia FRONT Galleria Principe di Napoli, XII-XIII, 80135 Napoli (NA) - Italia OFFICE: OFFICE:
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 (*)	EU Project Manager
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>Creating, Drafting, Managing and Planning of EU Project in the field of young politics.</p> <ul style="list-style-type: none"> ● Prospecting European fund opportunities related to ESA IC activities and projects; ● Design proposals for European grant; ● Managing/coordinating projects as required, including liaising with funders and partners; ● Planning and implementing project activities, keeping records and providing reports to relevant stakeholders; ● Developing and leading on the implementation of project plans, including time plans, detailed technical activities; ● Checking and approving project management accounts, plans, project budgets and project financial monitoring; ● Management of the project's whole life cycle; ● Definition of the steps, objectives and implementation models in relation to the drafting of new projects; ● Management and coordination of project partners; ● Management of the relationships/contacts with possible funders of the project (public/private) developing relations of trust; ● Particular attention for possible and or future partnerships in the short, medium and long term with realities from her/his country;
What the intern will learn (*)	<ul style="list-style-type: none"> ● Organisational skills and attention to detail; ● Communication and interpersonal skills;

	<ul style="list-style-type: none"> • 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.