



Internship offer

| Company Information | |
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| 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 OFFICE: FRONT Galleria Principe di Napoli, XII-XIII, 80135 Napoli (NA) - Italia 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 |
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| Title of the offer (*) | Event Organizer and Manager |
| Link to the source (*) | www.erasmusnapoli.com/en/traineeship.php |
| Role (*) | Intern |

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| 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>Creation, organization, management and promotion of different types of events and activities for International Erasmus People;</p> <ul style="list-style-type: none"> ● Brainstorming and implementing event plans and concepts. ● Handling budgeting and invoicing. ● Liaising and negotiating with partners. ● Negotiating partnerships deals. ● Handling logistics. ● Updating senior management. ● Managing branding and communication before, during and after events. ● Developing event feedback surveys. ● Obtaining permits. ● Handling post-event reports. |
| What the intern will learn (*) | <ul style="list-style-type: none"> ● Creative thinking, communication skills; ● Leadership skills; ● The ability to analyse a problem and creating a new solutions; ● Practice of multi-tasking knowledge and development; ● Time-management skills and the ability to work under pressure to ensure the efficient running of an event; ● Organization and risk management; ● Sales and marketing skills for unconventional markets like nonprofit associations |
| 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; |

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| | <ul style="list-style-type: none"> • Help in organizing and creating new events and activities; • Attend our events; • Support our team in all the tasks that are necessary. |
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| 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 |
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| 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. |

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| 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.