

INFORMATION ON THE INTERNSHIP	
EUROPEAN PROJECT MANAGER ASSISTANT	
Department / Function	Project Management Department
Description of activities	<ul style="list-style-type: none"> -Analysis of international and European policies related to education and training, student and staff mobilities, employment, youth, social inclusion -Monitoring European calls for proposals -International networking activities (in English language) -Assisting the staff in preparation, implementation and evaluation of European and regional projects (e.g. Erasmus+ programme) -Assistance in managing project documentation -Managing company/project profile on Social Media (Linkedin, Facebook, Twitter) -Writing articles related to projects and activities on the company's website -Preparation and sending of newsletters related to EU projects -Support in preparation, implementation and evaluation of Erasmus+ mobility projects hosted by Fondazione Ikaros; - Taking part in Project meetings abroad
Requirements	<p>Languages: English: CEFR level C1</p> <p>Level of Studies: Bachelor's degree or Master's degree</p> <p>Area of studies: EU project management, Educational studies, Social Sciences and Humanities, Languages, Philosophy, European Studies</p> <p>Skills: Good communication skills Flexible and willing to adapt to different contexts and to take on a variety of tasks Motivated, reliable and flexible Ability to live and work in Italy Good computer skills (Windows, Word, Excel, Internet, e-mail, PPT)</p>
Duration	From September 2018 onwards. Long-term placements are preferred.
Working hours / Weekly hours	From Monday to Friday; 30 to 35 hours per week. To be agreed with the trainee.
City	Bergamo, Italy
Help with finding Accommodation	Provide with main links to sites where to look for accommodation Eventual inspection of the accommodation before the arrival of the trainee
Financial contribution	The internship position is not paid, please make sure you are eligible to Erasmus+ Grants.
Application deadline	Always open

Additional information	<p>IKAROS is a certified VET Provider with its nucleus dating back to 1972. It is a Polytechnic Institute, operating in the fields of IVET, Higher Education, Lifelong Learning and Job Services in its three seats in the provinces of Bergamo and Milan. Its institute offers five-year courses divided into four areas: technological area, agro-food area, wellness area and the administrative area. IKAROS hosts over 1500 initial vocational training students (secondary education) and 200 higher education students now. It trains over 2000 adults per year, has accompanied more than 1200 people in the labour market and supported over 400 children and adults with disadvantages.</p> <p>IKAROS is accredited within the regional system of Initial Vocational Education and Training (IVET) which represents an educational offer that allows the completion of compulsory schooling. The training courses have a variable duration of three, four or five years.</p> <p>Apart from compulsory education, the paths provide vocational skills marketable in the labour market thanks to the high percent of hours of work experience and Laboratory activities integrated into every curriculum. After the 3-year qualification students can continue with the 4th and the 5th year, especially in regions where it is required to obtain the vocational skill or to be reintegrated in school to graduate. After their graduation the students can choose to enter the labour market or to continue their path within a University or another HEI, such as the Superior Technical Institute (it. Istituto Tecnico Superiore).</p>
Contact	<p>Web: http://www.fondazioneikaros.org</p> <p>https://www.facebook.com/fondazioneikaros.org/videos/1665552816865600/</p> <p>E-mail: melani.hromin@fondazioneikaros.org</p>