

## Traineeship offer

<b>Main information</b>	
Language of the posting*	<b>English</b>
Title*	<b>EU Project Assistant</b>
Category*	Traineeship
Fields of activity*	Digital learning, education, EU projects
Start date*	<b>flexible</b>
End date	<b>Minimum 3 months of internship</b>
Last application date	<b>n/a</b>
Description*	<p>The Project assistant will work in two disciplines</p> <ol style="list-style-type: none"> <li>1. EU project management</li> <li>2. International relations/European studies</li> </ol> <p>The Project assistant will support Project Managers on ongoing EU funded projects (mainly under the Erasmus+ program). The job will include the preparation of project outputs (such as training materials and modules) as well as the preparation of new project proposals.</p> <p>Other tasks may include the preparation of studies and reports on education and training, preparing and running surveys, research activities.</p>
What will the applicant learn	<ol style="list-style-type: none"> <li>1. EU project management <ul style="list-style-type: none"> <li>○ Understanding of how EU-funded projects work</li> <li>○ Implementation of day-to-day project activities</li> <li>○ Production of high-quality outputs</li> <li>○ Proposal writing</li> </ul> </li> <li>2. International relations/European studies <ul style="list-style-type: none"> <li>○ Familiarity with EU frameworks on the topics of education and training</li> </ul> </li> </ol>
What do we expect from the applicant	<ul style="list-style-type: none"> <li>• First and foremost a desire to want to learn new skills and collaborate with colleagues</li> <li>• Excellent level of English – it will be strictly checked</li> <li>• Interest in the topics of education and training, digital learning.</li> </ul>

Number of available positions	1
Website	<a href="http://www.eurocreamerchant.it/">http://www.eurocreamerchant.it/</a>
Hosting Organisation	Eurocrea Merchant srl
<b>How to apply</b>	
By email	<a href="mailto:gianluca.coppola@eurocreamerchant.it">gianluca.coppola@eurocreamerchant.it</a>
Additional information	<b>For further information, please email Gianluca Coppola</b> <a href="mailto:gianluca.coppola@eurocreamerchant.it">gianluca.coppola@eurocreamerchant.it</a>
Contact languages	English
<b>Specific requirements</b>	
Education level	<b>3<sup>rd</sup> Level qualification – economy/international relation/EU's project management/European studies</b>
Language skills	English
<b>Location</b> <b>(to be evaluated under the COVID circumstances at the time of the start. Possibility to work remotely.)</b>	
Country	Italy
Street and number	Via Domenico Scarlatti, 30
Postal code	20124
City	Milano

\*Mandatory information