

ADMINISTRATIVE SUPPORT INTERN

ESN Italy is searching for a motivated and dedicated person who wants to learn about functioning of a Secretariat of an international student organisation. ESN Italy aims to promote the Erasmus+ programme and help international students on exchange in Italy.

Main task and responsibilities:

- supporting the ESN's Director of Secretariat with the administrative tasks of the Association;
- updating the Association's internal mailing lists;
- maintaining Association's database;
- assisting with HR and/or project management tasks.

Required skills:

- Languages: Italian B2, English B2;
- Google Apps: Drive, Gmail, Google Docs, Google Sheets;
- Knowledge about the G Suite platform;
- Basic knowledge of web tools for managing newsletters and mailing lists, e.g. Aruba, Mailchimp;
- Organisational skills;
- Multitasking, proactivity and ability to work in a team.

Desired skills:

- Experience in ESN or other NGO;
- Knowledge about funding schemes in the field of education and youth, such as Erasmus+ Programme, European Solidarity Corps is desired, while knowledge about Italian national grants is desired would be a good addition.

ESN Italy will provide the intern with the necessary tools for work, the monthly Rome travel card, an ESNcard (ESN membership and discount card) and assistance in finding suitable

accommodation in Rome. There is no financial compensation for the internship, and ESN Italy is accepting applicants with the **Erasmus+ internship grants**. All candidates must meet all the necessary requirements to work in Italy.

ESN Italy is accepting applications on a rolling basis. Working hours are flexible and they can range from part-time to full-time commitment according to the agreement between ESN Italy and the trainee. Duration of the internship can range from 4 months to 12 months and the beginning is also agreed between the trainee and ESN Italy.

In order to apply for the position send an email with attached your CV and motivation letter to applications@esn.it.