

OPEN CALL - ADMINISTRATIVE SUPPORT INTERN

ESN Italia is searching for a motivated, smart and dedicated person who wants to learn how to manage an international Secretariat office and who is willing to work in an international organisation whose aim is to promote Erasmus+ and help international students doing their exchange in Italy. If the candidate is interested in the field of project writing and management, we can also offer the opportunity to develop skills in this field.

To apply for this position, an Erasmus+ grant is required. No financial compensation is directly given by ESN Italia.

Main task and responsibilities:

- to support the ESN's Director of Secretariat with the administrative tasks, including updating the Association's internal mailing lists;
- to help with HR-related tasks, e.g. documentation and tools for team management and tracking, reporting, and interns search.

Desired skills for the position:

Skills that are considered a must:

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

Skills that are considered a plus:

- Experience in ESN or other NGO;

- Knowledge about the Erasmus Programme, including Erasmus+ and European Solidarity Corps.

ESN Italia will provide the intern with an office desk, a computer with an internet connection and the needed softwares, a printer, the monthly Rome travel card, a ESNcard (ESN membership and discount card) and assistance in finding suitable accommodation in Rome.

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