<table>
<thead>
<tr>
<th>Position</th>
<th>Institution</th>
<th>Location</th>
<th>Start Date</th>
<th>Duration</th>
<th>Description</th>
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</table>
| trainee | Euroconsulting srl | Turin | September 2017 | 3 months | The trainee will support the public communication office. It is responsible for coordinating communication activities with the media, sending out press releases, managing social media accounts, and providing information to journalists.
| internship | ICLEI Brussels Office | Brussels | March 2018 | 6 months | The trainee will provide assistance in organizing events, managing the ICLEI Brussels Office, and supporting the communication team.
| trainee | ICLEI - Local Governments for Sustainability e.V., | Bonn | 1 September 2017 | 6 months | The trainee will assist in organizing events, communicating with other organizations, and supporting the communication manager.
| assistant | Capacity Center for Climate Change Adaptation | Hamburg | 1 September 2017 | 6 months | The assistant will work on a wide range of different projects from furniture design to public procurement, assisting the project manager in drafting project proposals.
| trainee | Attorney and Consultant | Paris | 1 March 2018 | 6 months | The trainee will work on a wide range of different projects from furniture design to public procurement, assisting the project manager in drafting project proposals.
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Position: **Assistant, Global Communications**

**Head of Human Resources**

**Katharina Rossberg**

**Description:**

As a Trainee, you will work closely with the Global Communications team, gaining insights into the inner workings of a Global Communications role. You will learn how to develop communications collateral that fits within the overall marketing strategy, using a variety of tools such as social media, email marketing, and press releases. You will gain valuable experience in digital marketing, content creation, and crisis management.

**Languages Required:**

- Very good English, working language in the team.
- (Very) good German
- (Minimum) undergraduate
- (Very) good Spanish
- (Minimum) undergraduate

**Responsibilities:**

- To provide information and promotion to tourists & visitors.
- To develop and maintain strong relationships with both existing and potential clients.
- To prepare client itineraries and their associated costing.
- To help to develop and maintain strong relationships with both existing and potential clients.
- To operate our business, our marketing strategy.
- To improve English language both written and oral.
- To enhance the student's linguistic knowledge (Spanish and other languages as relevant)
- To provide information and support to the trainee in Santiago de Compostela.

**Position:**

1 position available since 1st September 2017 - until 1st March 2018

**Location:**

Postgraduate Programmes of the Training period

<table>
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<tr>
<th>Position</th>
<th>Code</th>
<th>Country</th>
<th>Host partner</th>
<th>Traineeship title/sector of activity</th>
<th>Start date</th>
<th>End date</th>
<th>Duration</th>
<th>Position available</th>
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<tbody>
<tr>
<td>1</td>
<td>DE</td>
<td>MUNICH</td>
<td>Verena Klotz</td>
<td>Goza.com - Assistant, Global Tourism</td>
<td>24.09.2017</td>
<td>14.03.2018</td>
<td>4 months</td>
<td>1 position available</td>
</tr>
<tr>
<td>2</td>
<td>ES</td>
<td>DE SANTIAGO</td>
<td>Santiago de Compostela</td>
<td>Goza.com - Assistant, Global Tourism</td>
<td>24.09.2017</td>
<td>14.03.2018</td>
<td>4 months</td>
<td>1 position available</td>
</tr>
</tbody>
</table>

**Notes:**

- Undergraduate, **High/Medium level of Spanish**
- New Graduate
- (Minimum) undergraduate
- (Minimum) master student
- (Very) good Spanish
- (Very) good English
- Good basic keyboard skills
- MS Office Publisher, ENGLISH
- (Very) good French
- (Minimum) ERASMUS EN UNIVERSIDAD ESPAÑOLA OTRAS
- Good communication and organisational skills.
- Some skills on social media.
- Interest in human rights, environmental and social issues.
- Good communication and organisational skills.
- Some skills on social media.
### Internship Information

**Country:** UK  
**Host partner:** Serenity Holidays Ltd, (Fareham, Hampshire)  
**Traineeship title/sector of activity:** Tourism.

Tour operator based in UK specialising in quality holidays to Sardinia, Sicily and other destinations who offer a comprehensive range of accommodation, flights and car hire online as well as large glossy brochure too.

**Referent person:** Tiziano Spreafico  
**Email address for application:** tiziano.spreafico@serenityholidays.co.uk

**Number of positions available:** 3

**Start date:** Since 1 November 2016

**Duration:** 3 months minimum

**Knowledge, skills and competences to be acquired by the trainee:**

- Development of business English (both written and spoken).
- Understanding the structure of a tour operator organization and the management of the commercial department, in particular of the promotions and bookings processes, particularly online.
- Good communication skills; Flexibility and initiative; Team worker and able to work independently; Interest in Social Media.

**Candidate’s field of studies:**

- Tourism and/or marketing and/or Languages and/or Economics

**Candidate’s level of study:**

- Undergraduate student
- Master student
- New-graduate

**Compulsory language skills:**

- English C1
- French

**Other important skills:**

- Good communication skills; Flexibility and initiative; Team worker and able to work independently; Interest in Social Media.

**Facilities in the office:**

- Kitchen area with microwave, fridge, kettle and toaster
- Serenity Holidays can support the candidate in finding the Local Rental Agencies or Private Owners interested in short term letting.

**Financial contribution by host organization:**

- No

**Accommodation availability:**

- Optional

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* Per chiarimenti in merito alla conoscenza linguistica richiesta, si prega di contattare direttamente l’azienda in oggetto.