

NB: VERIFICARE ATTENTAMENTE DI AVERE TUTTI I REQUISITI INDICATI E CANDIDARSI CONTATTANDO DIRETTAMENTE L'ENTE DI PROPRIO INTERESSE, INVIANDO CV E MOTIVATION LETTER (ALL 2) ENTRO IL 3 MAGGIO 2017.

Internship Code	Country	Host partner	Traineeship title/ sector of activity	Referent person for the internship	email address for application (to be submitted by May, 18th)	Number of positions available	INTERNSHIP START DATE (mobility period: between Sept. 2016 and Sept. 2017)	INTERNSHIP DURATION (please note: the max duration is 4 months for students, 6 months for graduates)	Knowledge, skills and competences to be acquired by the trainee	Detailed Programme of the training period	Candidate's field of studies	candidate's level of study	Compulsory language skills	other languages possibly known	Computer skills	Other important skills (if relevant)	Cafeteria facilities (optional)	Financial contribution by host organization (optional)	Accommodation availability (optional)
1	AT	SHARE architects Vienna	architectural practice Learning-by-doing	Arch. DI. Thomas Lettner	l.lettner@share-arch.at	2 positions available	position 1: from September 2017 position 2: from March 2018	position 1: 6 months position 2: 6 months	We work on a wide range of different projects from furniture design to exhibition installations up to residential buildings, hospitals and so on. The trainee will be part of our international design team and will acquire skills how to act in a design driven team and how to produce a coherent design work in a short time.	The detailed program depends very much on the projects we are working on and on the stage of the design process. We will have internal design reviews where we discuss pro and cons of each design scheme.	Architecture, Urban planning, Civil Engineering	new-graduate	English or German MINIMUM B1	Italian, Spanish...	excellent AutoCad 2016 use, Adobe Programs (Photoshop, Illustrator, InDesign) Rhinoceros 5.0	enthusiasm for architecture, urban planning and design	yes	no	no
2	BE	Euroconsulting srl Brussels	Assistance to the activities of a consultancy firm based in Brussels	Cristina Tinelli	tinelli@euroconsulting.be	2 positions available	Position 1: since September 2017 Position 2: since March 2018	For both positions 6 months preferred (minimum 4)	The trainee will acquire full knowledge of the EU policy-making process in general. In addition, he/she will gain a good knowledge of the EU agricultural policy and the ability to deal with different dossiers (e.g. rural development, environment, climate change etc).	The trainee will support all the activities carried out by the office. In particular, she/he will: - support the communication and information activities on EU agricultural issues (and related dossiers); - draft news and reports on relevant topics; - participate in meetings and events, and report on them; - monitor calls for proposals and tenders, and, in case, assist the project officer in drafting project proposals.	Political sciences, Economics, Law, International studies	all levels	English, French, Italian	Spanish	MS Office suite	None	no	no	no
3	BE	EuroPartners & Associates srl Brussels	EU Affairs Consultancy and European Project management	Mrs Paola ROSA Head of office	rosa@epassociates.eu europa@epassociates.eu	2 positions available	position 1: since Oct. 2017 position 2: since Feb. 2017	position 1: 6 months position 2: 6 months (also 4 months in case of students can be taken in consideration, but 6 months is preferred).	The trainee is expected to acquire : excellent research, writing and organizational skills with specific focus on EU procedures and European institutions (mainly European Parliament and European Commission) - insight information on the main European issues and matters - produce reports and short news about EU activities and programs - Good interpersonal skills and ability to work as part of a team in a multi-cultural environment - Ability to work under pressure and maintain a professional approach	Writing newsletter and informations papers, drafting reports concerning specific EU policies, monitoring new opportunities within EU programs, assisting the project manager in drafting and implementing EU projects. Attending EU conferences, workshops, European Parliament committees and public hearing. Research, study and report on specific EU matters. Assisting the project manager in networking activities in Brussels and EU countries. Technical assistance during specific project management activities to be defined during the traineeship.	Law, Political sciences, Economics, Languages, Communication and Marketing, International studies.	master student new-graduate	Italian, English	French, Spanish	Office, Internet, excel, power point	Motivated candidate with a basic knowledge of EU law and EU institutions and procedures.	Yes	no	no
4	Belgium (Brussels)	ICLEI Brussels Office	Project Assistant	Peter Defranceschi	peter.defranceschi@icdei.org	2 positions available	position 1: since September 2017 position 2: since December 2017	For both positions 6 months preferred (minimum 4)	Improved language skills; ability to act in multicultural, international environment; EU project work experience; events organisation skills; networking	Depends on exact time period but is related to "tasks of trainees"; i.e.: Attending international and EU meetings; Writing reports of meetings; Involvement in the organisation of meetings (also contentwise); EU project work; Networking;	Law, Economics, Foreign languages, International Studies and similar.	* master student * PhD student * new-graduate	Very good English (oral and written); French or German or Spanish as asset;	Word, excel (social media asset)	important: keen interest in sustainability/environment topics/fast learner/outgoing/communicative	Coffee, tea, kitchen available	No	for short period upon availability	
5	DE	Auftragsberatungsunternehmen Bayern e.V. (ABZ) Muenchen	Public Procurement / Partner of the Enterprise Europe Network	Angelika Hoess	hoess@abz-bayern.de	3 positions available	1) September- November 2017 2) February - April 2018 3) July - September 2018.	Maximum 3 months	The trainees will learn how our organisation organises and carries out events for enterprises in the field of public procurement. They will acquire basic knowledge on public procurement legislation. Working in a new team in a foreign country will give them the opportunity to acquire intercultural competences as well.	Information on the scope of work of ABZ and participation in team meetings. Involvement in the preparation of seminars and bigger events. Information on how to work with the partnering opportunity database of the Enterprise Europe Network (part of the trainee's duties)	Preferably students of foreign languages, economics or law. All field of studies welcome as long as the language skills are sufficient.	undergraduate student	German	English	MS office	available		not available	
6	DE	Auftragsberatungsunternehmen Bayern e.V. (ABZ) Muenchen	Public Procurement / Partner of the Enterprise Europe Network	Angelika Hoess	Hoess@abz-bayern.de	1 position available	Between September 2017 and September 2018	Maximum: 3 months per intership	The trainees will learn how our organisation organises and carries out events for enterprises in the field of public procurement. Working in a new team in a foreign country will give them the opportunity to acquire intercultural competences.	Information on the scope of work of ABZ and participation in team meetings. Involvement in the preparation of seminars and bigger events. Information on how to work with the partnering opportunity database of the Enterprise Europe Network (part of the trainee's duties)	Preferably students of foreign languages, economics or law. All field of studies welcome as long as the language skills are sufficient.	* undergraduate student * master student	German	English	MS Office	available		not available	
7	DE	Chamber of Commerce and Industry for Munich and Upper Bavaria	Foreign trade / International department	Hannes Aurbach	hannes.aurbach@muenchen.ihk.de	4 positions available	1) September - November 2017 2) December 2017 - February 2018 3) March - May 2018 4) June - August 2018	3 months (due to German law no longer traineeship is possible)	Very good German skills. Trainees should be interested in German / Bavarian economy plus international business. Administrative skills would be helpful. The candidate will be part of a working group, each one include: publication editing and design, web and social media management, professional use of office software, interaction with congress speakers, drafting of content reports, newsletters and similar publications. The trainee will work in a truly international environment, in a young and dynamic team with opportunities to take on responsibilities and contribute creatively to the development of a complex project.	Trainees assist the staff regarding individual projects, seminars and events in the area of foreign trade and EU aspects. They are also involved in basic consultancy of companies that are interested in doing business abroad. In addition, they help organising events and seminars, support by political EU-projects and carry out administrative work.	international studies, economics and management, foreign languages and literature	all levels	German B2	English: B2	Office/Internet	Business knowledge background, Computer skills (Word, Excel, PowerPoint), any previous office experience is an advantage, proactivity, organising ability, communication skills, teamwork and target-oriented capabilities	Yes	free foods and drinks in the cafeteria for lunch and snacks	no
8	DE	ICLEI - Local Governments for Sustainability e.V., Bonn	Assistant, Smart Cities and Urban Transitions	Head of Human Resources: Katharina Rossberg	jobs.bonn@icdei.org	1 position available	1 September 2017 or earlier.	position 1: 3-6 months	Through the traineeship, the trainee is expected to improve his/her communication and organizational skills. Acquired technical expertise may include: publication editing and design, web and social media management, professional use of office software, interaction with congress speakers, drafting of content reports, newsletters and similar publications. The trainee will work in a truly international environment, in a young and dynamic team with opportunities to take on responsibilities and contribute creatively to the development of a complex project.	Ma activity: organization of the TWINS Cities in Climate Change conference 2017. The intern will have the opportunity to gain first hand experience with event organization and get insights into thematic areas across the spectrum of sustainable urban development. Activities will depend on personal interests and applicant profile: - development of programs on smart cities, city-business cooperation, vertical farming, urban financing, sustainable mobility, low carbon development etc. - communications, web management, press releases and blog entries	communications, urban studies, environmental studies, political science/international relations, business/ economics, engineering, event management	graduate	Very good English, in speaking and writing (working language in the organisation)	German as strong asset, any additional UN or other major language beneficial	experienced MS office user as requirement, existing experience with Adobe design software and/or Content Management Systems as an asset but not required	good communication style and strong organizational skills needed, attention to detail, able to work under pressure and comfortable in event and conference environments, creativity and fast learner	Kitchen available	None offered. But help in finding accommodation possible.	
9	DE	ICLEI - Local Governments for Sustainability e.V., Bonn	Assistant, EcoMobility	Head of Human Resources: Katharina Rossberg	jobs.bonn@icdei.org	2 positions available	position 1: 1 September 2017 position 2: 1 March 2018	position 1: 6 months position 2: 6 months	The EcoMobility international team is working on promoting, implementing and advising member cities in the area of EcoMobility or Sustainable Urban Mobility. The EcoMobility theme works on quality management of urban transport in cities and has a network of cities with renowned experiences in urban transport. Through the traineeship, the trainee is expected to acquire excellent research, writing and organizational skills. Additionally, he or she will get inside information on the coordination of large and complex international projects. The trainee will work in a truly international environment.	The trainee will join the EcoMobility team and assist with the preparations for the EcoMobility Festival in 2017 in Kaohsiung, Chinese Taipei. During the traineeship, the trainee will be directly involved in activities such as supporting in addressing the mobility needs of the cities through research and consultation both involving the use of qualitative and quantitative measures. This is a fast paced, demanding, and highly rewarding area of work that requires a dynamic organized, multi-tasker to manage ever-changing priorities. The Trainee will also get hands on experience in assisting projects funded by international agencies, thus honing the individual's project management experience.	Urban Planning, Transport planning or engineering, Environmental planning, Air Quality Management, Environmental Engineering	graduate	Very good English, in speaking and writing (working language in the organisation)	German (or) Spanish (or) Italian	Good command of Word and Excel, e-mail and www; experience with databases and/or website management and/or graphic work is an asset	interpersonal skills and professional posture (in case of events, fairs attendance); good communication and organizational skills; minimum office experience required	Kitchen available	None offered. But help in finding accommodation possible.	
10	DE	ICLEI - Local Governments for Sustainability e.V., Bonn	Assistant, Capacity Center	Head of Human Resources: Katharina Rossberg	jobs.bonn@icdei.org	2 positions available	both positions: 1 September 2017	position 1: 6 months position 2: 6 months	Through the traineeship, the trainee is expected to acquire excellent research, writing and organizational skills. Additionally, he or she will get inside information on the coordination of large and complex international projects. The trainee will work in a truly international environment.	The trainee will be involved in special projects designed to support the events and knowledge management work of the Capacity Center. Events: Support the logistical preparation, implementation and reporting of ICLEI's global events Knowledge management: Categorizing and processing collected information in a database system to enrich the global organization's pool of knowledge on internal processes and procedures for the successful planning, preparation and implementation of international events. In addition, the trainee will also be provide administrative support to the Capacity Center team. Specific tasks during the traineeship will be designed based on the current project needs of the Capacity Center and the skills and ambitions of the trainee.	Communication, Political relations/studies, Foreign languages, Hospitality services or Event management, Urban studies	graduate	Very good English, in speaking and writing (working language in the organisation)	French, Spanish, any additional UN or other major language	Good command of Word and Excel, e-mail and www; experience with databases and/or website management and/or graphic work is an asset	minimum office experience required	Kitchen available	None offered. But help in finding accommodation possible.	
11	DE	ICLEI - Local Governments for Sustainability e.V., Bonn	Assistant, Capacity Center	Head of Human Resources: Katharina Rossberg	jobs.bonn@icdei.org	2 positions available	both positions: 1 September 2017 or earlier	3 - 6 months	By partaking in the programme, the trainee will among others, acquire the following skills: - learn how an international membership organization of local governments dedicated to sustainable development administers its global database systems; - learn how to effectively query the database to meet organizational and project needs, as well as define routine reports regularly required by colleagues; - learn about policies and regulations concerning data security; - learn about other systems used by the global organization to capture, share and exchange knowledge and information.	The trainee will be a part of the Capacity Center and will assist the Knowledge Management team within the ICLEI Capacity Center with collecting, collating, analyzing and distributing data. He/ She will furthermore assist in administering the global database system by preparing, entering, verifying, and maintaining data using various computer programs. He/She will learn how ICLEI categorically captures and stores information in many different types and themes. Additionally, the trainee will provide support in researching tools and platforms that can be used to meet project and organizational needs for data collection, sharing and exchange Assist with editing content and files on the organizational intranet.	Information Sciences, Library Science, Social Sciences, Geography, Public Administration	graduate	Very good English, in speaking and writing (working language in the organisation)	any additional UN or other major language	Strong command of Excel, experience with MS Access preferred.	Very high attention to detail. Organized person, enjoyment working with organization of information, typologies, systems. Excited to learn.	Kitchen available	None offered. But help in finding accommodation possible.	
12	DE	ICLEI - Local Governments for Sustainability e.V., Bonn	Title: Assistant, Resilient Cities Resilient Cities: Adaption and Resilience are among the many working areas of ICLEI. Contributions to research work on resilience and climate change adaptation are welcome.	Head of Human Resources: Katharina Rossberg	jobs.bonn@icdei.org	1 position available	1 September 2017	position 1: 6 months	The trainee will learn about urban adaptation and resilience in practice, including the latest tools, methodologies, and case studies from around the world. He/She will gain experience by compiling policy papers, briefs, concept notes, and research summaries for practitioners and policy makers. He/She will also gain experience with updating online platforms (websites)	The trainee will be part of the Resilient Cities Team and thus support research on the Resilient City Agenda. He/she will be involved in updating the Resilience Resource Library, organizing adaptation and resilience resources from ICLEI offices, compiling case studies, background papers, and concept notes from existing material. He/she will provide some support for the preparations of the Resilient Cities 2016 congress, including for the call for abstracts. Ongoing: Update the Resilient Resource point, compile information on ICLEI global and regional programs and projects, Evaluate outcomes and impacts of the resilient cities series, Compile resilient case studies and stories, September to December: Support the congress call for abstracts	Urban studies, environment-related studies - especially related to climate change and its impacts, geography, political sciences, international relations	graduate	Very good English, in speaking and writing (working language in the organisation)	German, any additional UN or other major language	Design, Web editing, and database skills an asset, not required (InDesign, Typo3, HTML)	Web editing, research and analytical skills	Kitchen available	None offered. But help in finding accommodation possible.	
13	DE	ICLEI - Local Governments for Sustainability e.V., Bonn	Title: Assistant, Resilient Cities Resilient Cities: Adaption and Resilience are among the many working areas of ICLEI. The annual Resilient Cities congress offers huge opportunities to be part of an expert event team.	Head of Human Resources: Katharina Rossberg	jobs.bonn@icdei.org	1 position available	1 September 2017	position 1: 6 months	The trainee will learn about urban adaptation and resilience in practice, including the latest tools, methodologies, and case studies from around the world. He/She will gain experience by supporting the Resilient Cities congress team, compiling research and case studies, supporting speaker and partner outreach, and generally assisting with the development of the updating online platforms (websites) and resources.	The trainee will be part of the Resilient Cities Team and thus support the organization of the Resilient Cities congress. He/she will be involved in updating the congress communications and outreach materials, compiling briefs or research summaries as needed on adaptation topics, supporting communications with speakers and congress participants, development of congress and program materials, and general organizational support. He/she may also provide some support for the broader Resilient City Agenda work.	Urban studies, environment-related studies - especially related to climate change and its impacts, geography, political sciences, international relations	graduate	Very good English, in speaking and writing (working language in the organisation)	German, any additional UN or other major language	Design, Web editing, and database skills an asset, not required (InDesign, Typo3, HTML)	Web editing, research and analytical skills	Kitchen available	None offered. But help in finding accommodation possible.	

Internship Code	Country	Host partner	Traineeship title/ sector of activity	Referent person for the internship	email address for application (to be submitted by May, 18th)	Number of positions available	INTERNSHIP START DATE (mobility period: between Sept. 2016 and Sept. 2017)	INTERNSHIP DURATION (please note: the maximum duration is 4 months for students, 6 months for graduates)	Knowledge, skills and competences to be acquired by the trainee	Detailed Programme of the training period	Candidate's field of studies	candidate's level of study	Compulsory language skills	other languages possibly known	Computer skills	Other important skills (if relevant)	Cafeteria facilities (optional)	Financial contribution by host organization (optional)	Accommodation availability (optional)
14	DE	ICLEI - Local Governments for Sustainability e.V., Bonn	The Global Communications Team is responsible for defining and executing the ICLEI global communications strategy, using a variety of tools and platforms, ranging from online and social media to international media relations and administration.	Head of Human Resources: Katharina Rossberg	jobs_bonn@iclei.org	2 positions	position 1: 1 September 2017 position 2: 1 April 2018	position 1: 6 months position 2: 6 months	During the course of the training, the trainee will (1) learn how to design and execute organization-wide and thematic communications strategies by working closely with the Global Communications Team, (2) learn how to develop communications collateral that fits within the overall communications strategy and (3) gain exposure to the variety of tools that improve communications, including but not limited to the design software Adobe InDesign. Additionally, the trainee will improve his or her interpersonal, communication, and time management skills.	The trainee will assist the team with developing a new ICLEI global website, improving overall team operations, conducting background research and supporting media outreach.	Communication, Political science, International relations/studies, Foreign languages, urban-related studies, environment-related studies.	graduate	Very good English, in speaking and writing (working language in the organisation)	any additional UN or other major language	Adept user of Microsoft Office	minimum office experience required	Kitchen available	None offered. But help in finding accommodation possible.	
15	DE	ICLEI - Local Governments for Sustainability e.V., Bonn	The Administration Team provides a well-functioning and organized administrative infrastructure that creates and stimulates work environment as well as actively fosters a highly productive cooperation between all employees of the World	Head of Human Resources: Katharina Rossberg	jobs_bonn@iclei.org	2 positions	position 1: 1 September 2017 position 2: 1 April 2018	position 1: 6 months position 2: 6 months	Through the traineeship, the trainee is expected to acquire excellent research, communication and organizational and interpersonal skills. He or she will get inside information how an international NGO is managed. The trainee will work in a truly international environment.	The trainee will assist the administrative team with various administrative tasks including managing the reception, internal and external communication, facility management, staff management etc. He/she will also provide support to other teams at the World Secretariat, e.g. during events.	Business Administration, Public Administration, Management, Economics International relations, languages, political science, social science, or related studies	graduate	Very good English, in speaking and writing (working language in the organisation); (Very) good German	any additional UN or other major language	Good command of Microsoft Office	Self-motivation, interest in administrative tasks, good interpersonal skills; Well organized, responsible, accurate and attentive to details.	Kitchen available	None offered. But help in finding accommodation possible.	
16	DE	München Tourismus	tourism	Verena Klotz	verena.klotz@muenchen.de	1 position available	04.09.2017	14 weeks	ability to work in teams - ability to communicate - motivation - sense of responsibility	04.09. - 06.10.2017 group travel 09.10. - 10.11.2017 Tourist Information (main train station) 13.11. - 08.12.2017 Tourist Information (town hall)	Tourism, foreign languages, economics	* undergraduate student * master student	German and English fluently	any other touristic language would be appreciated, but is not necessary	common	no	no	no	
17	ES	FESTIVAL DE CINE DE ZARAGOZA www.festivalcinematografico.com	INDUSTRIA CINEMATOGRAFICA, MARKETING, COMUNICACION, RRPP	TUTOR MASSIMO MARCHETTI, T 00 34 699 094 504, max@c2comunicacion.com	max@c2comunicacion.com	2 positions available.	position 1: since August 2017 position 2: since August 2017	3-6 MONTHS	MARKETING, SOCIAL NETWORK, INFORMATICA, RRPP	MARKETING, STUDIO E PREPARAZIONE PROGETTI NUOVI E IN CORSO, RELAZIONI PUBBLICHE NAZIONALI E INTERNAZIONALI, SOCIAL NETWORK, ORGANIZZAZIONE EVENTI, COORDINAZIONE E RECAZIONE INVITATI	MARKETING, SOCIAL NETWORK, INFORMATICA, RRPP	* undergraduate student * master student * new-graduate	SPAGNOLO, ITALIANO	INGLESE, FRANCESE	MAC OS, WINDOW, OFFICE	DINAMICITÀ, FORTE MOTIVAZIONE E SPIRITO DI INIZIATIVA			
18	ES	ASOCIACION TURISTICA VALLE DEL ARAGON www.valledelaragon.com	TOURISM	ESTER FRANCO LACASA(PRESIDENT ATVA)AND ANGEL BANDRES IZUEL(MANAGER ATVA)	atva@valledelaragon.com	1 position available	october 2017 and september 2018	3-6 MONTHS	Leisure on Economics or Tourism	Sector public/private of the ATVA. Working for the ATVA 's Manager .	TOURISM / ECONOMICS The trainee will perform the following activities: Schedules, complete data base, quality management on tourism,public relations	* master student * new-graduate	SPAGNOLO B2	FRENCH / ENGLISH	Internet Explorer,Microsoft Office,PDF Publisher, Word,Excel Data entry etc.	NONE	220 €	NONE	
19	ES	Brusaterra & Partners Law Firm, Zaragoza	Legal sector	Enrico Brusaterra Abogado	brusaterra@reicaz.com	2 positions available	position 1: since September 2017; position 2: since March 2018.	6 months preferred (minimum 4)	DERECHO INTERNACIONAL, MERCANTIL, CIVIL, PENAL, PROCESAL, ASESORIA LEGAL Y PRACTICA FORENSE	TRADUCCIÓN DE TEXTOS JURIDICOS, ESTUDIO DE EXPEDIENTES JUDICIALES, BUSQUEDA DE JURISPRUDENCIA, REDACCION TEXTOS JURIDICOS, ASISTENCIA A JUZGADO	DERECHO	* undergraduate student * master student * new-graduate	Español B2	Inglés o Frances	ERASMUS EN UNIVERSIDAD ESPAÑOLA U OTRAS ESTANCIAS EN ESPAÑA				
20	ES	INCOLSA-TURISMO DE SANTIAGO www.santiagoturismo.com	Santiago de Compostela, Tourist Information Office	Fernando Mujico	ot@santiagoturismo.com	2 positions available.	position 1: since September 2017 position 2: since March 2018	position 1: 2 months position 2: 3-4 months	To enhance the student's linguistic knowledge (Spanish and other languages). To develop a better understanding about tourism in Spain and particularly in a community intensely living on tourism, like Santiago. To provide information and promotion to tourists & visitors. Communication and customer service skills.	Under the supervision of Information Agents, the student is going to work at the Tourist Office of Santiago de Compostela. Shifts and days-off are not going to be regular.	Foreign languages & literature, Translation & Interpreting, Humanities, Art and cultural heritage management, Tourism, Media & Communication	* undergraduate student * master student * new-graduate	Spanish / English (B2)	Basic: Word processing and Office Package. Windows OS.					
21	ES	Observatorio de Responsabilidad Social Corporativa http://observatoriosoc.org/	CSR and Corporate Justice Communications Traineeship	Elena Salgado Rodríguez	esalgado@observatoriosoc.org	2 positions available	position 1: since June/July position 2: since September	Minimum 3 months for both positions	Each year we develop a study on the quality of the Information provided and published by the IBEX 35 companies (the bigger Spanish multinational corporations) in order to analyze the quality of its public information and degree of transparency. We use a self-designed tool that has more than 500 indicators covering numerous aspects of business management and their impacts on the environment, society and Human Rights.	The "observatorio" is a research and advocacy organization that analyses information and then translates it into reports. In the same way we support and participate in numerous initiatives in areas such as administration and communication, reporting and presentations of new projects at national and European level. The trainee will be involved in activities such as carry out advocacy actions and other studies on the impact of large corporations in matters such as human and labor rights, Environmental impacts, corruption, taxation and any negative business misconduct.	Communication, foreign languages, sociology, journalism, marketing, media studies	* undergraduate student * master student * new-graduate	High/Medium level of Spanish	Regular user of Word, Excel, PowerPoint, Internet.	Important to have strong skills regarding media management, media coverage and new uses of social media. We're looking for a media enthusiast, eager to work for a non profit organization. Interest in human rights, environment and social issues is important. A little knowledge about what is and what means CSR is required. Some skills on event planning may also be	Coverage of transport costs.			
22	IE	Abbey Ireland & UK, Dublin.	ACCOUNTS DEPARTMENT	Helen Murphy	hrdepartment1@abbey.ie	1 position available	since 8th August 2017 - until 1st December 2017	4 months	<ul style="list-style-type: none"> <input type="checkbox"/> Reality of our business and exposure to the Tourism Industry in Europe <input type="checkbox"/> Understanding our key markets and clients, how we develop and operate our business, our marketing strategy <input type="checkbox"/> Exposed to the tourist attractions/products we offer to clients/trends <input type="checkbox"/> Communication skills and team work skills <input type="checkbox"/> Organisational skills, leadership skills, ability to work on own initiative, learning our tour operating system and develop their IT skills. <input type="checkbox"/> Improve English language both written and oral 	The Accounts Payable department processes a high volume of invoices for both Abbey Ireland and Abbey Scotland. In order to meet that objective the Accounts Payable team must work quickly and resolve any queries by working closely with colleagues from other departments within the Abbey Group and externally. The main daily duties of the Accounts Payable team are: <ul style="list-style-type: none"> <input type="checkbox"/> Responsible for processing supplier invoices in accordance with Purchase Orders; <input type="checkbox"/> Responsible for reconciling supplier accounts <input type="checkbox"/> Dealing with supplier enquiries; <input type="checkbox"/> Interacting with internal staff to resolve queries; <input type="checkbox"/> Supplier Payment Runs by Electronic BACS and by Cheque You may also be asked to assist with: <ul style="list-style-type: none"> <input type="checkbox"/> VAT procedures UK / Ireland <input type="checkbox"/> Analysis of margins <input type="checkbox"/> Cash flows <input type="checkbox"/> Credit Control <input type="checkbox"/> Assist with any duty that arises Flexibility is required and you might be asked to support another area.	Business, Economics	* undergraduate student * master student	English B2	Good basic key board skills and proficiency in Microsoft office	Good communication and organizational skills	300 euros/month	no		
23	IE	Abbey Ireland & UK, Dublin.	BUSINESS DEVELOPMENT INTERNATIONAL MARKETS DEPARTMENT	Helen Murphy	hrdepartment1@abbey.ie	1 position available	since 14th August 2017	at least 4 months	<ul style="list-style-type: none"> <input type="checkbox"/> Reality of our business and exposure to the Tourism Industry in Europe <input type="checkbox"/> Understanding our key markets and clients, how we develop and operate our business, our marketing strategy <input type="checkbox"/> Exposed to the tourist attractions/products we offer to clients/trends <input type="checkbox"/> Communication skills and team work skills <input type="checkbox"/> Organisational skills, leadership skills, ability to work on own initiative, learning our tour operating system and develop their IT skills. <input type="checkbox"/> Improve English language both written and oral 	The intern would assist with some or all of the following duties: <ul style="list-style-type: none"> <input type="checkbox"/> Help to develop and maintain strong relationships with both existing and potential new clients. <input type="checkbox"/> Preparation and costing of proposed client group and series programmes. <input type="checkbox"/> Full utilisation of the Tourplan system to generate all client quotations and subsequent follow up, also ensuring that the confirmed proposal is accurately reflected on Tourplan. <input type="checkbox"/> Help preparing material for any agreed sales and marketing activities. <input type="checkbox"/> Help with any admin work needed during quotation/follow up/confirmation process. <input type="checkbox"/> Help with contacting suppliers in relation to availabilities, rates, information. <input type="checkbox"/> Research markets, clients, programs as the need arises and as assigned by your Manager/ Director. The position may also extend to cover support in any of the Company's other departments as the need arises.	Tourism, foreign languages	* undergraduate student * master student	English C1	Good basic key board skills and proficiency in Microsoft office	Good communication and organizational skills	300 euros/month	no		
25	IE	Abbey Ireland & UK, Dublin.	ACCOMMODATION DEPARTMENT	Helen Murphy	hrdepartment1@abbey.ie	1 position available	since 11th September 2017	at least 4 months	<ul style="list-style-type: none"> <input type="checkbox"/> Reality of our business and exposure to the Tourism Industry in Europe <input type="checkbox"/> Understanding our key markets and clients, how we develop and operate our business, our marketing strategy <input type="checkbox"/> Exposed to the tourist attractions/products we offer to clients/trends <input type="checkbox"/> Communication skills and team work skills <input type="checkbox"/> Organisational skills, leadership skills, ability to work on own initiative, learning our tour operating system and develop their IT skills. <input type="checkbox"/> Improve English language both written and oral 	The intern would assist with some or all of the following duties: <ul style="list-style-type: none"> <input type="checkbox"/> Placement of all Group accommodation according to buy rates or cheaper <input type="checkbox"/> Manage and utilise Group allocations and regularly reporting to Reservations Manager <input type="checkbox"/> Ensure that all terms and conditions in hotel contracts are in line with those of Abbey Ireland client contracts and advise Business Development teams in Dublin of any differences <input type="checkbox"/> Full utilisation of the Tourplan system to generate all client quotations and subsequent follow up, also ensuring that the confirmed proposal is accurately reflected on Tourplan. <input type="checkbox"/> Help preparing material for any agreed sales and marketing activities <input type="checkbox"/> Help with any admin work (e.g. translations) <input type="checkbox"/> Research markets, clients, programs as the need arises and as assigned by your Manager/ Director. Any other duties as assigned from time to time by your Manager or Director (and this could be in another Department within Abbey Ireland). You will report to the Accommodation Manager.	Tourism, foreign languages	* undergraduate student * master student	English B2	Accommodation	Good basic key board skills and proficiency in Microsoft office	Good communication and organizational skills	300 euros/month	no	
26	IE	Abbey Ireland & UK, Dublin.	MEDITERRANEAN SPEAKING GROUPS DEPARTMENT	Helen Murphy	hrdepartment1@abbey.ie	1 position available	since October 2017	at least 4 months	<ul style="list-style-type: none"> <input type="checkbox"/> Reality of our business and exposure to the Tourism Industry in Europe <input type="checkbox"/> Understanding our key markets and clients, how we develop and operate our business, our marketing strategy <input type="checkbox"/> Exposed to the tourist attractions/products we offer to clients/trends <input type="checkbox"/> Communication skills and team work skills <input type="checkbox"/> Organisational skills, leadership skills, ability to work on own initiative, learning our tour operating system and develop their IT skills. <input type="checkbox"/> Improve English language both written and oral 	<ul style="list-style-type: none"> <input type="checkbox"/> Daily communication with overseas clients and/or suppliers <input type="checkbox"/> Co-ordination of a variety of arrangements for tour groups: making reservations, creating & updating group itineraries, making required amendments when changes to the clients programme occur, invoicing, communication with tour guides and coach companies etc. <input type="checkbox"/> Help to develop and maintain strong relationships with both existing and potential clients. <input type="checkbox"/> Preparation of client itineraries and their associated costing. <input type="checkbox"/> Full utilisation of the Tourplan system to generate all client quotations and subsequent follow up, also ensuring that the confirmed proposal is accurately reflected on Tourplan. <input type="checkbox"/> Help preparing material for any agreed sales and marketing activities <input type="checkbox"/> Help with any admin work (e.g. translations) <input type="checkbox"/> Research markets, clients, programs as the need arises and as assigned by your Manager/ Director. 	Tourism, foreign languages	* undergraduate student * master student	English B2 (fluency in oral conversation)	Good basic key board skills and proficiency in Microsoft office	Good communication and organizational skills	300 euros/month	no		

Internship Code	Country	Host partner	Traineeship title/ sector of activity	Referent person for the internship	email address for application (to be submitted by May, 18th)	Number of positions available	INTERNSHIP START DATE (mobility period: between Sept. 2016 and Sept. 2017)	INTERNSHIP DURATION (please note: the max duration is 4 months for students, 6 months for graduates)	Knowledge, skills and competences to be acquired by the trainee	Detailed Programme of the training period	Candidate's field of studies	candidate's level of study	Compulsory language skills	other languages possibly known	Computer skills	Other important skills (if relevant)	Cafeteria facilities (optional)	Financial contribution by host organizationn (optional)	Accommodation availability (optional)
27	UK	Serenity Holidays Ltd. (Fareham, Hampshire)	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.	Tiziano Spreafico	tiziano.spreafico@serenityholidays.co.uk	3 positions available.	Since 1 November, one trainee at a time	3 months minimum	Development of business English (both written and spoken), understanding the procedures of a tour operator focusing on the commercial department. The candidate will improve their knowledge of the UK tourist sector and in particular of the Sardinia and Sicily destination, administering a website	The training is organized by Serenity Holidays and is carried out at Serenity office. The trainee will familiarise with the following aspects: - Serenity Holidays structure; - Destinations offered to the customers; - Flight series, and website management; - IT system used in the office.	Tourism and/or marketing and/or Languages and/or Economics	* undergraduate student * master student * new-graduate	English C1	French	Office (proficient in Excel, Word) and Outlook	- Good communication skills; - Flexibility and initiative - Team worker and able to work independently - Interest in Social Media	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.

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