

INTERNSHIP OFFER FORM

BUSINESS/ORGANIZATION

Name of the Host organization: M.E.P. EUROPROJECTS GRANADA (MOBILITY EUROPEAN PROJECTS GRANADA)

Training Offer

Please illustrate the placement project's content and activities

We would be interested in receiving a trainee for helping us within the European project department of our organization. The trainee would be in charge of some of the following tasks/activities depending on their profile, skills, knowledge and attitude and according to the needs of our organization at that specific time:

- To search databases of European Union organisations, which could be either potential or actual partners of the European programme referred to as Leonardo da Vinci and Erasmus programmes. In particular, the goal is to identify the organisations that are planning (or interested in) carrying out a project in Granada.
- To create and/or translate English and Italian documents into Spanish and viceversa, which are to be sent to the lists of partner countries. These documents will include information about Granada, an invitation letter, an introductory letter about the company, a letter for partners and another for national agencies.
- To keep the communication with the contacts of these countries. This consists mainly of e-mailing or calling the organisations willing to cooperate with our company for the implementation of their project(s).
- To attend Spanish lessons and to evaluate linguistic skills and level of Spanish of other project participants.
- To accompany the groups coming within European projects to their cultural visits which they can choose to attend to during their stay. After training the trainee, it will also be his/her task to guide the groups around the city of Granada and to do the interpreting between them and the Spanish local people
- To be responsible of groups during the trips organized outside Granada.
- To do translations and to create some texts for M.E.P. Europrojects Granada's site.
- To prepare the intermediate and final reports of the groups who participated to the projects.
- To make web searches and create databases of accommodation, training placements, restaurants, collaborating organisations, etc. for the different groups who are coming.
- To accompany the project participants to their training place and to introduce them to their bosses and colleagues. To evaluate them during their training and to discuss their performances and evolution with the managers.
- To do the interpretation ES < > EN during the interviews and meetings between the project participants and the staff on the training places.
- To pick up groups at the Spanish airport (Granada, Malaga or Madrid) and to welcome them and introduce their programme to them and accompany them to their hotels in Granada.

This is our offer for students making their training placement within our organisation, although it would also be possible to receive students for making an internship from other specialities in one of our collaborating organisations.

HOW THE PLACEMENT IS IMPLEMENTED

Office / Service / Business unit / etc. where the placement is to be implemented:

Main tasks will be within the European Projects Department although the trainee may also help other departments if needed.

Location:

**M.E.P. Europrojects Granada
C/ Cartagena, 16 – 18210 Peligros, Granada, Spain**

Activities will be mainly developed in Granada city and Granada metropolitan area.

Willing to accept (number of trainees): 1 2

Duration of placement (in months): 13 weeks 20 weeks

Starting date: May 2010 September 2010 Both

Daily timetable: **Maximum 30 hours/week normally organised as 6 hours/day during 5 days/week.
Flexible timetable which may vary according to the company needs at that specific time.**

EXPERTISE / REQUIREMENTS

Type of degree or course of studies required:

Both students and graduates are acceptable. Preferred profile would be from students from the following specialities: Phylosophy and Philology as well as Educational Sciences.

Foreign language/s required: **Spanish and English language**

Other preferable features: **Skills in any other European language are highly appreciated.**



Date: 03.03.2010

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