

ERASMUS internships offer by the consortium EDUCA

Open Cultural Center

EMPLOYER INFORMATION	
Receiving organization (name, address)	Open Cultural Center, Rec street, 27, 08003, Barcelona, Spain
Short Description of the organization/company	<p>Open Cultural Center (OCC) is a non-profit organization created by independent volunteers with the shared mission of creating positive and safe learning spaces in refugee camps and urban areas where refugee families are relocated.</p> <p>The organisation's values are solidarity, empowerment, interculturality, equality and non-discrimination, openness and transparency.</p> <p>From our Barcelona seat, OCC Bcn develops organizational tasks such a Human Resources related activities, General Accounting and Audit, Tender Management or Communications -internal and external-. In parallel, OCC Bcn designs and executes a set of strategic projects addressed to inform, raise awareness and advocate towards the positive welcoming of refugee families in Europe such as an educational program directed to children and youth, photography expositions, workshops, and informative talks. Additionally, OCC works towards the consolidation of partnerships, alliances and networks with other non-profits working for the rights of asylum seekers and migrants.</p>
Contact	educaops@gmail.com

PLACEMENT INFORMATION	
City, State	Barcelona, Catalonia
Description of activities the student will be involved in	<p>We offer different set of tasks according to the area(s) where the trainee will be working, which will be determined by her/his profile.</p> <p>1) Graphic design</p> <ul style="list-style-type: none"> - Contribute to the style guide of the organisation - Develop concepts, graphics and layouts for product illustrations, project logos and website - Develop graphic design of documents, brochures and other marketing material - Develop graphic design of social media content <p>2) Web design and development</p> <ul style="list-style-type: none"> - Manage the webpage issues - Optimise the web - Apply requirements posed by the team - Develop web functionalities - Teach code to refugees, migrants and asylum seekers <p>3) Fundraising</p>

	<ul style="list-style-type: none"> - Search for grants and potential donors - Support writing proposals, including applications for grants - Collaborate in monitoring programs and maintain up to date and accurate paper and database records. - Support the creation, implementation and control of projects budget - Support evaluating project activities and report results - Keep track of project related expenditures, respecting accounting procedures - Organise and support meetings, workshops and webinars - Identify Tenders and other financing/grants opportunities - Draft and manage application documentation - Contribute in maintaining, expanding and consolidating OCC's network - Develop strategic partnerships and mobilise key stakeholders to support legal, political and social change. <p>4) Communications</p> <ul style="list-style-type: none"> - Contribute to the design of communication campaigns; - Produce audio-visual materials by taking pictures or videos of events and campaigns - Translating materials - Assist in managing OCC's visibility across social media platforms networks (Instagram, Twitter and Facebook) - Support in updating OCC's website content ensuring information is up to date - Develop layouts for external publications (brochures, presentations, etc.) - Assist in the organisation of external events - Draft OCC's newsletter - Identify, communicate and attend key events - Create and update databases and mailing lists; - Take notes in meetings, produce briefings and elaborate memorandums. - Support OCC in promoting and advocating for the rights of refugee, migrant and other displaced people. - Managing google ads and google analytics
Department / Function	
Duration	2-6 months
Working Hours/Weekly Hours	5 hours per a day, preferably start in the morning
Help with finding Accommodation or any other Contributions or help from the organization	We would provide assistance in finding an appropriate apartment or trainees could share an apartment with European volunteers that carry out their projects in our organization.
Other	

REQUIREMENTS

Trainee	Student, graduate
Computer skills	Good skills in Digital Marketing and Graphic design, managing websites, experience in creating videos.

Oral and written language skills	- B2/C1 level of English
Drivers license	No
Other requirements	
Work areas	<ul style="list-style-type: none">• EU projects drafting• Web Management• Communications

Experience of our participants are found on our website www.educaops.eu
For more information don't hesitate to contact your Erasmus coordinator or Educa o.p.s.