

ERASMUS internships offer by the consortium EDUCA

ZAVOD ZA NOVODOBNO IZOBRAŽEVANJE

EMPLOYER INFORMATION	
Receiving organization (name, address)	Zavod za Novodobno Izobraževanje (ZNI)
Short Description of the organization/company	Zavod za Novodobno Izobraževanje, (ZNI - Institute for New Age Education) is a private, non-governmental, not for profit, voluntary organisation, founded in 2005 in Maribor, Slovenia. ZNI has extensive experience in the development and implementation of various international mobility projects and exchanges. We have implemented more than 1000 mobilities. Within the framework of Lifelong Learning Programme and now Erasmus +, we have organised work placements abroad for Slovenian citizens, and work placements in businesses across Slovenia for international candidates. The main objective of these programmes is for the participants to acquire work experience abroad in an international and multicultural environment. The participants also benefit from our unique and innovative approach to preparations, consisting of cross-cultural, personal, language and professional training.
Contact	educaops@gmail.com

PLACEMENT INFORMATION	
City, State	Maribor, Slovenia
Description of activities the student will be involved in	Students will assist to staff with: - organizing activities for incoming participants (guided city tour, local trips, free time activities, games..); - escorting/guiding participants during activities; - assisting with project documentation (preparing official documents, scanning); - registering incoming/outgoing mail; - research of potential partners; - updating databases of participants and companies; - taking photos, updating social networks; - attending meetings, events, writing reports.
Department / Function	Mobility projects assistant
Duration	3 months or more (min. 3 month)
Working Hours/Weekly Hours	Full time (40h/week)
Help with finding Accommodation or any other Contributions or help from the organization	Help with finding the accommodation Free monthly-ticket for local bus transport
Other	ZNI office is open Mon-Fri from 8:00 to 16:00, but working hours are flexible due to activities for participants (also during weekends).

REQUIREMENTS	
Trainee	Student, graduate
Computer skills	Intermediate user (*necessary to bring own laptop)

Oral and written language skills	English level minimum B1/B2
Drivers license	Not necessary
Other requirements	<ul style="list-style-type: none"> - Work accuracy, being precise; - desire to learn; - flexibility; - taking self-initiative and contributing ideas; - good communication skills and interest in working with people.
Work areas	<ul style="list-style-type: none"> • Non-formal education and youth training • Business and administration • Tourism and leisure activities

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.