

ERASMUS+ TRAINEESHIP
OFFER DESCRIPTION



MAD for Europe
Cultural Services & International Mobility

Organization	
Name	MAD For Europe
Address (street, postal code, city)	Calle Santa Engracia 17, 28010 Madrid
Country	Spain
Name and details of the person to be contacted (phone, fax, email)	Katia Maccarone Phone: (+34) 91 041 38 84 Email: international@madforeurope.org
Website	http://www.madforeurope.org/
Job description	
Number of requested people	1/2
Type of work	Internship
Main tasks	Organization of training programs for European groups Organization of cultural activities Participation in group guided tours whether cultural or professional Realization of leisure and cultural activities with groups Translation of documents Participation in the creation of projects to be carried out within the organization Participation in social work activities with disadvantaged groups. Participation in the projects carried out in Madrid with young people from all over Europe Participation in training courses organized by the Organization Organization and management of Youth Exchange programs Participation in study programs management for groups Organization of training programs for European groups Activities is courses and workshops for the employment of young people and the development of their capacity building initiative, active participation and entrepreneurship
Competences to be acquired	New competences concerning the administration and organization of European projects and gaining hands-on experience Improvement of speaking and writing competences in Spanish and

English language

New skills in dealing with and assisting groups from all over Europe

Improvement of competences in drafting and organizing projects within the organization

Enriching the work experience abroad, by improving foreign language and competences skills and to valorize them for future work experiences, widening the trainee professional profile

Required period

Duration of training From 2 to 12 months

Earliest and latest starting date June 2018 / March 2019

Requirements for the students

Preferred field of studies Political Science, Tourism, Languages and literature, Social Science, Education and Training, Communications Studies.

Language skills English: B2
Spanish: B1

IT skills Basic skills in Word, Excel and Power Point

Other knowledge and skills ---

Facilities guaranteed by the host enterprise

Salary and benefits ---

Accommodation ---

Canteen ---

How to apply and deadline

The application will be regulated by the announcement of selection of the Erasmus Traineeship; the deadline will correspond to the one of the Erasmus Traineeship Call for selection.
