



## Funded Traineeship in International Project Management (Education Sector)

InterCollege is looking for an internationally minded trainee, who is good at writing and willing to perform 110%.

InterCollege is a social enterprise aiming to promote internationalization. We are, among others, supporting Danish NGOs, CSOs, and educational institutions to develop project proposals under donor-funded programmes such as EuropeAid, Erasmus+, Europe for Citizens, and The Civil Society Fund.

The traineeship will be based in our office in Aalborg, but work stays abroad will be expected. In 2020, InterCollege expects to have projects in the EU, Republic of Moldova, and Asia. Candidates should, as a point of departure, be available for travel to any of these destinations.

InterCollege can offer the right candidate financial support for living costs during the traineeship. A bespoke traineeship programme will be agreed together with successful candidates, including the length of traineeship, learning objectives, and future perspectives.

### **Benefits of the traineeship**

As a project management trainee with InterCollege, you will become a part of a dynamic workplace that is also hosting a small NGO and the Consulate of Republic of Moldova.

With mentorship from highly experienced proposal writers, you will be guided in designing project proposals under EU-funded programmes. Furthermore, you will be supported in leading the delivery of on-going projects.

Upon completion of the traineeship you will be able to independently develop project proposals under EU-funded programmes. Additionally, you will have built up a record of experience on a wide portfolio of successfully implemented projects.

Other benefits to working with us include:

- A small, international, young, and friendly team.
- An English-speaking office environment.
- Good chances to participate in different trainings, seminars and meetings all over Europe.
- Opportunity to make a difference.
- Business travel and event planning experience.
- Opportunity to increase your network.



## **The ideal Trainee**

At InterCollege, we are investing a lot into our trainees, many of whom have remained with us after the completion of their traineeship, either as team leaders, country directors, or freelancers. As such we have high expectation for our newest member of the team. The right candidate should:

- Be fluent and well formulated in English.
- Like to have different projects running.
- Be adept in expressing ideas, verbally and in writing.
- Be dedicated and hard working.
- Be always willing to offer a helping hand to colleagues if needed.
- Be willing to travel.
- Be willing to work out of hours.
- Be willing to jump in and immerse themselves in the opportunities available.
- Be open and ready to learn and receive feedback.
- Be creative and willing to find solutions to problems.
- Be able to work and navigate under pressure in a dynamic and often changing context.
- Be socially intelligent, with competence to communicate appropriately in different contexts.

InterCollege is not looking for a candidate with a specific study or specialization, we welcome candidates from different educational and working backgrounds. You are always more than welcome to contact us for a discussion about the possibilities.

## **Questions and Applications**

Please send your CV with a cover letter to [ana@intercollege.info](mailto:ana@intercollege.info) . In your cover letter please let us know a little about you, your experiences, your interests and passions. Selected applicants will be invited for an interview shortly after.

Candidates may be asked to demonstrate his/her ability to write, by drafting a text of one-two pages.

If you have any questions about the traineeship, please to contact Ana Vieru at [ana@intercollege.info](mailto:ana@intercollege.info) or by phone at +45 45 34 30 40.