

“Programme Officer internship” opportunity

Internship title: Programme Officer internship

Main office: Via Martiri della Libertà 9, Padova.

Number of open positions: 1

Duration: Minimum internship period: 3 months. Ideally, 6 months.

Key responsibilities:

This is an exciting professional learning experience that offers meaningful and practical work related to your field of study or career interest to contribute to the growth and development of our Erasmus+ teacher training courses and support the following Programme officer’s responsibilities:

- Admission and sales management
- Course scheduling and administration
- Teaching and learning management
- Booking accommodation and activities
- Managing or directly executing tutoring and customer service
- Managing finances
- Ensuring general business office maintenance
- Planning, reporting and improvement

What we are looking for

- **ATTITUDE**
 - A highly organized, adaptable, self-starting intern with a positive attitude, strong problem-solving skills, excellent communication abilities, and a passion for lifelong learning, willing to take initiative in high-pressure scenarios, and build great relationships with clients and colleagues for a new education startup. A strong orientation to results and a strong motivation to be part of a growth project in the long term after the internship.
- **SKILLS**
 - Fluent in English and Italian – both at least C1. Other languages are an asset.
 - Strong telesales and consultative selling skills, remotely via email and phone.
 - Excellent organisational, problem-solving and time-management skills
 - Great decision-making skills, including the ability to think critically and often on the spot
 - Strong interpersonal, communication and customer service skills
 - Basic computer skills (emails, presentation, word).
- **KNOWLEDGE**
 - Knowledge of learning programme management in general
 - Knowledge of contents, areas and methods of Erasmus+ mobility training at EU level is a plus.
- **EXPERIENCE**
 - Some experience in project management, sales, customer service or events, preferably in the education and training sector
 - International background
 - Bachelor's degree or equivalent in education, business administration, or a related field

Travel

A number of courses abroad might require your on-site presence, tutoring, supervision and management. Travel might be required for a few times per year, especially after the conversion of your internship into a contract. Travel allowance and expenses as by your contract.

Career progression

This internship opportunity not only offers the chance to contribute to the growth and development of our Erasmus+ teacher training courses, but also provides a platform to showcase your skills and abilities. Our organisation is always

on the lookout for talented individuals to join our team and become a part of our mission in the long run. Your role can move up to one of the following roles:

- *Programme Officer*: join a full-time opportunity to be responsible for sales, management and administration of our Erasmus+ teacher training courses
- *Programme Coordinator* with more responsibility for curriculum and business development
- *Programme Manager* with more responsibility to lead the team of Programme Coordinators
- *Work experience manager* with more responsibility to manage the new work placement department
- *Managing Director* with direct responsibility to lead the company

Apply now to join our team and let's explore the possibilities of working together!