

Name of Company: Europroyectos Erasmus+

Job Title: Assistant Project Coordinator

Location: Granada C/ Guatimocín, 2. 18010 Granada

Website: <http://europroyectos.eu>

Duration: 3 months

Company Description

Europroyectos is a vocational training and research centre supporting youth employment in the community. Our mission is to help young people gain employment in a demanding labour market. We have many years of experience and continue to develop our networks both in the south of Spain and across Europe.

Role Description

The participant will carry out a 3-month placement with Europroyectos and their affiliate hostel in Granada. Their tasks will include: assisting with project administration, e.g. preparation of mobility documents; assisting with arrivals of new students, including airport pick-ups and introduction to accommodation; attending meetings with employers and students; leading local tours; taking students to medical centre/hospital if needed; making sure that the students are adapted to a new environment/culture; occasionally, taking students to events/cultural activities; doing cleaning checks of student accommodation; and updating documents.

The role will also involve assisting the team with various tasks at the hostel, these may include set up for breakfast, management of activities/events, liaising with accompanying persons and generally supporting both the Europroyectos and college staff when in and around the hostel. This is a hands-on, active and sociable role, which will allow the participant to be involved in a wide variety of tasks both in our office and across the city of Granada.

Required Applicant Profile

- Experience of project coordination is preferable (e.g. working with school or college groups, Erasmus+ students)
- Interest in working with young people from different backgrounds and culture
- Needs to be able to work well in a team and possess excellent interpersonal skills
- Candidates must be proactive, flexible, organised and keen to work in a dynamic working environment
- Flexibility in working hours and tasks
- Spanish language skills are useful but not essential
- The participant will bring their own laptop with Microsoft Office and have WhatsApp on their phone