Erasmus+ Placement Offer Form

**EMPLOYER INFORMATION**

<table>
<thead>
<tr>
<th>Name of organization</th>
<th>KONTAKT Centrum Języków Obcych. EDUSYSTEM Sp. z o.o.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>PLAC BERNARDYŃSKI 1A/1 (in the city center)</td>
</tr>
<tr>
<td>Postal Code</td>
<td>61-844</td>
</tr>
<tr>
<td>City</td>
<td>Poznań</td>
</tr>
<tr>
<td>Country</td>
<td>Poland</td>
</tr>
<tr>
<td>Telephone</td>
<td>+ 48 61 851 31 41</td>
</tr>
<tr>
<td>Fax</td>
<td>+ 48 61 851 38 27</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:kontakt@cjo.pl">kontakt@cjo.pl</a> <a href="mailto:kontaktespanol@cjo.pl">kontaktespanol@cjo.pl</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.kontakt.cjo.pl">www.kontakt.cjo.pl</a> <a href="http://www.kontaktespanol.pl">www.kontaktespanol.pl</a></td>
</tr>
<tr>
<td>Size of enterprise</td>
<td>medium</td>
</tr>
<tr>
<td></td>
<td>[nr of employees]: small (≤ 50), medium (51-250), large (&gt; 250)]</td>
</tr>
<tr>
<td>Year of foundation</td>
<td>2000</td>
</tr>
<tr>
<td>Short Description of the Company</td>
<td>KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Ireland, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized ETS exam center, administrating exams in English, German and French.</td>
</tr>
<tr>
<td>Other</td>
<td>Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, Finland, Croatia, Greece, Cyprus etc. The school’s staff is mostly Polish but we’ve also got 15 foreign teachers- native speakers of English, Spanish, Italian, Russian and Portuguese.</td>
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**CONTACT PERSON DETAILS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Katarzyna Skrzypczak</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Function</td>
<td>Director of studies</td>
</tr>
<tr>
<td>Direct mobile</td>
<td>+ 48 608 657 002</td>
</tr>
<tr>
<td>Direct e-mail address</td>
<td><a href="mailto:kasia.skrzypczak@cjo.pl">kasia.skrzypczak@cjo.pl</a></td>
</tr>
</tbody>
</table>
### Placement Information

<table>
<thead>
<tr>
<th>Department / Function</th>
<th>English language &amp; culture assistant</th>
</tr>
</thead>
</table>
| Description of activities | We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we’d like to further improve cultural awareness of our students and introduce some fresh ideas and projects into our marketing. The trainee’s tasks will include:  
- preparing multimedia presentations for marketing department and for teachers  
- preparing photos, films, slideshows for school’s marketing and the website and social media  
- administrating social media profiles and advertising campaigns on the social media  
- documenting school's life and cultural/ promotional events  
- other marketing tasks connected with the Internet and modern technologies (digital marketing)  
- designing graphics, leaflets, posters for marketing and PR department  
- designing iconographies for school's social media profiles  
- preparing promotional materials before printing  
- developing visual teaching materials |
| Duration | Summer 2017 or the school year 2017/2018; min. 2 – max. 6 months |
| Working hours / Weekly working hours | Monday- Friday, flexible hours depending on specific tasks  
The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.) |
| City | Poznań, Poland  
The school is located in the historical city center, next to the Old Market |
| Help with finding accommodation | The school can help with finding accommodation |
| Other | The school can offer a free language course |

### Requirements

| Oral and written language skills | Good communication skills in English (min. B2) |
| Field of study | Graphic Design, Communication, ICT marketing, creative design, PR, digital marketing |
| Computer skills | Good ICT skills |
| Other | We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. |