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| PLACEMENT INFORMATION | |
| Department / Function | Project Management Department |
| Description of activities | -Analysis of international and European policies related to education and training, student and staff mobilities, employment, youth, social inclusion  -Monitoring European calls for proposals  -International networking activities (in English language)  -Assisting the staff in preparation, implementation and evaluation of European and regional projects (e.g. Erasmus+ programme)  -Assistance in managing project documentation  -Managing company/project profile on Social Media (Linkedin, Facebook, Twitter)  -Writing articles related to projects and activities on the company’s website  -Preparation and sending of newsletters related to EU projects  -Support in preparation, implementation and evaluation of Erasmus+ mobility projects hosted by ToGetPro;  -Organizational management (transport organization, preparation of materials) relative to the Erasmus+ Youth exchanges (sending)  -Selection and preparation of participants for Erasmus+ Youth exchanges abroad  -Accompanying groups of youth abroad in international youth exchanges (Erasmus+ Group Leader) |
| Duration | 01.03.2018 – 31.07.2018 |
| Working hours / Weekly hours | Mon to Fri; 30 hrs per week |
| City | Bergamo |
| Help with finding Accommodation | Yes |
| Financial contribution | No |
| Other | Please note that there is no budget foreseen for this position. As such, candidates are required to be in full time education at the time of their application, and fulfilling a work placement requirement at university, with funding such as an Erasmus grant available to cover their internship. |

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| Application deadline | 30.11.2017 |
| Company profile | ToGetPro is a legally established consortium, with its seats in Bergamo, Milan, Rome and Bologna (Italy). It consists of 5 Foundations (Fondazioni): Fondazione Ikaros, Fondazione Ecosistemi, Fondazione Et Labora, Fondazione ITS and Fondazione Pegaso. The main activities of ToGetPro are the design, the management and the implementation of European, national and regional projects, working in a holistic manner on the following topics: new technologies in didactics, training and counselling, e-learning, inclusive education, inclusive innovation, and innovation management. |