

ERASMUS STUDENT PLACEMENT OFFER DESCRIPTION

Enterprise/Organization	
Name	Institute for Cultural Diplomacy e.V
Address (street, postal code, city)	Kurfürstendamm 207-8, 10719, Berlin
Country	Germany
Name and details of the person to be contacted (phone, fax, email)	Mark C. Donfried, info@culturaldiplomacy.org , 0049 (0) 30 2360-7680, 0049 (0) 30 2360-76811
Website	www.culturaldiplomacy.org

Job description	
Number of requested people	2
Type of work	The ICD Internship Program enables like-minded young undergraduates, graduates, and professionals the possibility to work in a multicultural environment while promoting intercultural and international programs. The Project aims to empower young professionals to engage in intercultural relations and in so doing, promote multiculturalism worldwide.
Description of tasks	Raising awareness and marketing for the programs; Acquiring speakers and partners for the programs; CD News and Research; Executing weeklong seminars and events that the ICD organizes; Event Documentation: conducting interviews, reporting and documenting ICD events
Competences to be acquired	Organizational skills; Practical competences in the field of marketing, advertising and organization of international conferences and events; Ability to work independently and use own initiative; Communication skills; Language skills; Develop the ability to work in international and diverse teams; Research skills.

Required periods	
Duration of training	3 – 6 months (minimum 3 months)
Earliest and latest starting date	01 st September 2014 / 01 st December 2014

Requirements for the students	
Preferred field of studies	Journalism, Office management, Communication management, Business Management, Informatics Management & Design, Business & Economics, International Relations
Language skills	Advanced English language level
IT skills	Good knowledge of MS Office programs
Other knowledge and skills	Team work; Flexibility

Facilities guaranteed by the host enterprise	
Salary and benefits	Not applicable; The positions are not paid, not compensated
Accommodation	Not applicable
Canteen	Not applicable

Any other relevant information	
Applicants must have good spoken and written English. We place a high value on flexibility, a positive attitude, a strong work ethic, and the ability to work well with others as well as on their own initiative with minimal supervision.	

How to apply and deadline	
Individuals interested in the Internship program are required to submit the online application form that can be found under: http://www.culturaldiplomacy.org/index.php?en_internships .	