



Hosting Organization description

EUROCIVIS is a no-profit organization, which aims to perform activities with a significant impact at the European level. These stem from the application and implementation at national, regional and local level of the European legislation and framework programs.

All actions seek to support, offer expertise and provide solutions to main stakeholders in applying European policies, while supplying high quality services.

Our areas of activities are:

- Consulting in projects regarding European policies and frameworks
- European Training / European mobility's coordination and organization
- European Projects Consulting
- Management & Coordination of European projects
- Networking building in terms of European collaboration

Location(s) of work-placements

Calle Pere Vergés, 1 – 08020 – Barcelona (SP)

Field(s) of internship

European Project Management



Detailed tasks of trainee

After a first induction period when the trainee will be able to understand the working of the host organisation and get acquainted with the main job tools, she will support the European Project Manager in the tasks outlined below

Skills&Competences required

The trainee will have the opportunity to get, improve and refine knowledge, skills and competences regarding the European Project Management, the functioning of the European Institutions, Communication, Web Page Design and content management, Spanish and English Languages.

Learning outcomes of the internship:

To provide support in the project management process as per the following tasks and duties:

- Assist to project management preparation and procedures
- Assist to projects coordination and implementation
- Coordination of European collaborators network database
- Use of internet social media tools

After a first induction period when the trainee will be able to understand the working of the host organisation and get acquainted with the main job tools, she will support the European Project Manager in the tasks outlined below

Tasks of the trainee:

- Assist in the process of project cycle management
- Communication with local and international partners
- Assist to projects coordination and implementation
- Preparation of Reports
- General Support on Administrative duties



Learning Outcomes expected

- The compliance of the actual tasks to the programme originally agreed
- The trainee's interaction with the company and the staff
- The acquisition/improvement of knowledge and skills
- The trainee's satisfaction for the job and the quality of the tasks carried out
- The trainee's autonomy in carrying out his assignments
- Any difficulties/problems at work the trainee has to deal with and wherefore he needs the sending organisation's support.
- Any requests about logistics that the sending institution can deal with.