



EDUCATIONAL INSTITUTE



ERASMUS+ INTERNSHIP

At Dorea Educational Institute

Dorea educational institute

DOREA Educational Institute (DOREA PIC Number: 948488893) is a quality not-for-profit Erasmus+ staff mobility training provider, with Headquarters in Cyprus, operating in 12 countries all over the Europe.

DOREA organises training courses for Higher Educational Institutions (HEIs), schools (primary & secondary) as well as for adult education centres. Moreover, DOREA also act as intermediary/hosting organisation for learners & staff from Vocational Education & Training (VET) providers, such as technical colleges, universities of applied sciences, technical lyceums, etc.

Currently, we are offering six (6) Erasmus+ internship positions in our company for Bachelor and Master students and graduates. Please find the information about possible internship positions below.

Here is the video about internship at DOREA created by our previous interns:



The receiving company

DOREA EDUCATIONAL INSTITUTE

16 IOUNIYOU 1943 ST. 9, OFFICE 201, 3022 LIMASSOL, CYPRUS
+35725256606

<http://www.dorea.org>

info@dorea.org

About the company, short description of activities:

DOREA is an educational organization established in 2012 offering high quality non-formal education and training to young people and adults.

Main Details

Supervisor of the placement:

Name/Surname: JOLANTA BANELYTE

Position: MANAGING DIRECTOR

Address: 16 IOUNIYOU 1943 ST. 9, OFFICE 201, 3022 LIMASSOL, CYPRUS

Phone: +35725256606

Language of communication:

English

Required documents and procedures:

- CV

Other comments:

Host organization will provide support in finding the accommodation (but do not provide it) as well as will take care of airport transfer.

Description of a placement

(responsibilities and tasks)

Administrative support position:

- Drafting documents and correspondence;
- Customer support under the supervision of the mentor;
- Research and source information as requested;
- Update of existing customer database;
- Help and support to Training Coordinator in organising training courses and other events;
- Other tasks related to the previous experience of the intern.



Creative writing/Research support position:

- Create written content for online and offline communications (website, e-Newsletter, social network, brochures and other materials);
- Research topics and write compelling articles;
- Proofreading of content published in on the company's website;
- Other tasks related to the previous experience of the intern.



PR/Marketing support position:

- Managing the company's web presence, visual media, press content and social media presence – development, monitoring and analysis;
- Developing marketing strategies to promote company and its services;
- Performing market research into social networking sites and teaching platforms;
- Other tasks related to the previous experience of the intern.



Graphic design support position:

- Creating, editing promotional materials both digital and printed (ads, brochures, presentations, logos, posters, leaflets, etc.);
- Creating, editing videos;
- Participating in meetings and offering creative solutions;
- Other tasks related to the previous experience of the intern.



EU project management support position:



- Assisting with the management of EU funded projects;
- Assist with the preparation of dissemination activities such as trainings, workshops and expert meetings;
- Contributing to drafting and developing new project applications;
- Provide input to and assist in writing and editing material, including publications, reports and briefings related to EU projects;
- Participation in meetings and conferences whenever possible.

IT support position:



- Day to day computer, printer, other technical equipment support;
- Technical support with website;
- Maximising google ads and search engines;
- Other tasks related to the previous experience of the intern.



All interns should: get to know the company's structure, its goals and objectives, day to day activities, participate in meetings, deliver written weekly progress reports.

Number of students for a placement: **2-3**

Internship duration (3-6 months): **February/ August- September/; September/December**

Required trainee profile

All interns should be: eligible for Erasmus+ scholarship, fluent in English (at least level B1, additional language is a plus but not a must), have excellent organization, time management, prioritisation and communication skills as well as being eager to take initiative (proactive personality).

Administrative support position:

- Knowledge and experience in using Microsoft Office package;
- Team player and individual planner;
- Attentive to details;
- Is not afraid of paper work.

Creative writing/Research support position:

- Excellent researching/content writing/creative writing skills/solid grammar;
- An educational background in Public Relations, Journalism and/or Communication, European Studies, Political Science or any other subject if the candidate has a strong interest in international and community development as well as skills training/life-long learning;
- Knowledge of SEO would be an advantage;
- Communication and teamwork skills.

PR/Marketing support position:

- Strong interest in social networks;
- Experience in e-Commerce, Online Marketing, B2C marketing would be a plus;
- Knowledge of SEO would be an advantage;
- Creativity;

Graphic design support position:

- Good skills working with videos and photo editing programmes (e.g. Corel, Photoshop, Illustrator) ;
- Video creation and editing skills;
- Teamwork and Creativity skills;
- Photography skills would be a plus.

EU project management support position:

- Understanding of project management for EU funded projects;
- At least basic knowledge of EU funding programmes (Erasmus+ KA1/KA2, Horizon 2020 and etc.);

IT support position:

- Knowledge of technical support, programming;
- Experience with content management systems (CMS)
- Knowledge of web analysis: Google Trends, Google Keyword Tool, Google Analytics, SEO techniques and etc. .

About Limassol

The Municipality of Limassol which was established in 1878 is the largest Municipality in Cyprus, its population reaching 150.000 inhabitants.



Today's Limassol is the business and financial centre of Cyprus with a large number of local and international companies surrounded by a further network of hotels, restaurants and other venues for entertainment and leisure. Hundreds of shipping, as well as financial companies have their headquarters in Limassol. Limassol is the largest ship-management centre in the European Union. The city is therefore constantly in motion and development.



It is important to mention that Limassol has always been a popular tourist destination, combining an organized coast with clear waters and wonderful hotels and generally a well-organized tourist infrastructure.

For more information about Limassol, please click [here](#) or [here](#).

OUR TEAM

Thank you for your interest in DOREA Educational Institute, which main activities are focused in adult and youth personal and professional development. We believe that knowledge is the most powerful tool nowadays and lifelong learning is the force that makes continuous development in our society.

As DOREA's name came from Greek word "δῶρο" which means "a gift", we want to give you educational gift. We believe also in Albert Einstein's idea: "Teaching should be such that what is offered is perceived as a valuable gift and not as a hard duty." Thus we welcome you to combine motivation and inspiration in your learning process together with us.

DOREA team



DOREA Educational Institute



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<http://dorea.org>



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