



## Hosting Organization description

Junior Achievement Young Enterprise Malta Foundation (JAYE Malta) is an NGO with the focused goals of inspiring and motivating young people:

- To be entrepreneurial;
- To enhance their skills and employability;
- To improve their financial literacy;

JAYE Malta aims to inspire and educate young people to understand and value the role of business through practical business projects which develop attitudes and skills for personal success, life-long learning and employment. Their projects include a wide range of activities, aimed at hands-on learning modules teaching the importance of enterprise, training youth in creating business plans, as well as offering a sheltered training environment for students to try out and develop their entrepreneurial skills.

The organisation has been involved in the development of a number of EU projects over the years. In addition, given the European and Global nature of the JAYE network, JAYE Malta has been very active in participating in a number of initiatives and projects focusing on entrepreneurship education with a particular emphasis on promoting and developing social entrepreneurship through the Social Enterprise 360 programme.

**PIC Number:** 917303296

## Location(s) of work-placements

I, Clock Tower Building, Tigne Point, Sliema, Malta

## Field(s) of internship

Administration  
Marketing & PR  
Logistics  
Research  
Outreach support

## Detailed tasks of trainee

Interns will support JAYE Malta staff in preparing and delivering of various activities, initiatives and events organised by the Foundation. Tasks include:

- Provision of support to staff in organising logistics for the various events, including preparation of delivery material, presentations, artworks, research, as well as, venue set-up and coordination with suppliers.



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- Assistance with day-to-day administration, including maintaining of databases, inputting of student information and compilation of evaluation forms
- Contribution to the design and set-up of event premises together with JAYE Malta staff and volunteers
- Research on particular programme developments and improvements based on feedback from students, schools and sponsors
- Tasks may also include carrying of materials and equipment during preparations and following events.
- Provide direct assistance to the CEO

## Skills & Competences required

Interns need to be:

- Organised and punctual
- Well mannered and presentable
- Have an eye for detail
- Creative and can understand the various age groups the organisation work with
- Fluent in English
- Computer literate
- Has good working knowledge of design software such as photoshop, illustrator, etc
- Proactive and can work on own initiative

## Learning Outcomes expected

As with our mission, interns will be expected to:

- Be more entrepreneurial in their day-to-day tasks and take initiative
- Improve their command of the English language
- Communicate more effectively with various stakeholders (Sponsors, educators, ministers, students, etc)
- Improve organisational skills
- Knowledge of entrepreneurship skills
- Enhance personal skills related to an active and vibrant workplace environment
- Better their understanding on social entrepreneurship