# **EU Projects Coordinator’s Assistant with Portuguese or/and Polish - Faro, Portugal**

**Period:** 2 Jan, 2023 to 30 Jun, 2023

**Description:**

WakeUp Projects is a company responsible for organizing and delivering Erasmus+ exchanges for students and teachers located in Faro (Portugal). We are looking for students or recent graduates to fill Erasmus + internship position of a Projects Coordinator’s Assistant with Polish + Portuguese OR English + Portuguese.

General information about the internship:

Duration: 3-10 months  
Commitment: Full-time / 30 hours per week

Responsibilities:

* Preparing documents, materials and activities for the clients.
* Delivering / assisting during cultural activities and one-day excursions to Portuguese cities
* Supporting coordinators with administrative tasks
* Carrying out translation and interpreting tasks during trainings.
* Giving Portuguese (or English) classes to groups of foreign students or adults – basic level A1/A2

Minimum requirements:

* MANDATORY:  Good knowledge of PORTUGUESE and Polish or English
* Bachelor’s or Master’s degree student or recent graduate that is eligible to perform INTERNSHIP WITHIN ERASMUS+ PROGRAMME (100% OBLIGATORY CONDITION)
* willingness to work with people and move around :)

Additional requirements:  
• Knowledge of other foreign languages will be an advantage (especially Spanish, French or Italian)   
• Experience delivering classes   
• Team work skills  
• Friendliness, open-mindedness and creativity  
• Good use of Microsoft Office Package, knowledge of photo-editing programmes or other graphic design programmes will be an asset

We offer:

* financial bonus (350 eur) or covering accommodation
* possibility of full-employment after the internship
* free lunches
* flexible working hours
* possibility to work remotly up to 40% of working hours during the week
* opportunity to take part in free trips to Portuguese cities (Lisbon, Lagos, Albufeira, etc.)
* opportunity to practice different languages while being a part of a vibrant international team
* continuous professional development

All candidates interested are invited to send us their CV (email: [wakeupprojectspt@gmail.com](mailto:wakeupprojectspt@gmail.com))  
We are looking forward to hearing from you!

**Compensation:**

Financial compensation

Accommodation

Lunch vouchers

**Link:**<http://www.facebook.com/wakeupprojects>

### Keywords

**portugal**  **culture**  **languages**  **international relations**  **project**  **education**  **tourism** **portuguese**  **polish**

Requirements

**Languages:**

English: Independent User B2

Polish: Independent User B2

Portuguese: Independent User B2