

HBO INTERNSHIP

LEARNING HUB FRIESLAND IS LOOKING FOR A INTERN!

Learning Hub Friesland is looking for a enthusiastic and self-assured intern for marketing and communications, international project support. Someone who takes initiative and is always two steps ahead. You make sure that everything is running as it should.

WHO ARE WE LOOKING FOR:

You are friendly, a good communicator and an efficient organizer:

- Very good level of English (spoken and written) with Dutch always a plus
- A can-do attitude
- Social and responsible
- Independent and entrepreneurial
- Comfortable working internationally (telephone, email, receiving international delegations)
- Deals responsibly with confidential matters
- Flexible multi-tasker

YOUR RESPONSIBILITIES

- Management of various online communication channels (websites and social media of various international projects) and content creation (multimedia skills are a plus!)
- Making presentations, reports and project documents (at a high level and in perfect English)
- Supporting/organizing/managing events, receiving foreign visitors, planning trips abroad (you will have the opportunity to attend an event abroad at least once during your internship)*
- Administrative and financial support
- Creation and management of contact lists (international contact management system)

According to your own skills and interests you can help shape your internship. Are you good at writing? Then you can help us write a European project proposal. A natural organizer? Show us by organizing your own event.

ABOUT LEARNING HUB FRIESLAND

The Learning Hub Friesland foundations combines education and innovation through international cooperation. We help schools and colleges with educational transformation by initiating, facilitating and coordinating international partnerships.

By keeping up with the latest opportunities and funding for innovation and collaboration offered by the European Union, Learning Hub Friesland supports schools and colleges in Friesland in their ambitions to improve their educational offer. In our role as a hub we bring together like-minded professionals and work with regional and international organizations to bring education into the 21st Century.

WHAT DO WE DO?

- Develop project proposals for schools or link schools to other project initiators based on their own ambitions and input on the topics they find important. This can involve writing a full project proposal but can also simply be linking schools to opportunities to join other European initiatives as a project partner.
- Handle the project management and coordination during the running of a project, including admin and reporting for schools and colleges. In this way schools and colleges that take part in European projects can focus on the content rather than the paperwork.
- Training and support of educational professionals when it comes to internationalization, European project proposals and management by organizing workshops, one on one coaching and work shadowing.
- Develop innovative training and learning materials in the form of practical courses or interactive activities which are ready to be used in the classroom and beyond.

More information? www.learninghubfriesland.nl

WE OFFER:

- an internship for 36 hours a week
- fitting internship pay
- use of a laptop
- a fun workplace in an inspiring location with young and dynamic colleagues!

Contact and application

Interested? Send your CV with a cover letter in English to Hester van der Werff, hester@learninghubfriesland.nl. For more information you can call or WhatsApp Hester at 0655273683.