

The Together-Razem Centre, as a part of the Erasmus Plus program, offers unpaid student internships, lasting a minimum of 3 to 6 months.

**What we offer:**

* You will work in a very intense environment of the Together-Razem office, but also outside the office, and contact employees of other non-governmental organisations, our local partners.
* You will work like on a full-time basis during the week, however very flexibly, depending on our needs.
* Work in the Together-Razem Centre will allow you to learn about the operation of a charity working very close to people and their problems, delicate human matters, but also to learn about the lives of Poles, Polish community abroad and migrants from Eastern and Central Europe including Ukrainian refugees
* The time spent with us will be an excellent opportunity for you to gain experience in working with people, marketing, project management, administration and fundraising, and will give you the opportunity to meet inspiring people and get to know the community and life in Ireland.

**Main duties:**

* Administration and daily office work
* Assisting the office administrator and project workers in their service delivery
* Participation in internal team meetings and reporting of meetings
* Marketing/PR tasks: writing press notes, building relations with the media, promoting projects and disseminating information about the organisation on the website and in social media - Facebook, Twitter, updating the website, designing posters and advertising leaflets.
* Assisting in regular projects of the organisation
* Focusing on organisation main information portal [www.wirlandii.pl](http://www.wirlandii.pl) and work on translation of local, regional and national news from Ireland from English to Polish language and publication of the articles on organisation media channel

**Requirements:**

* Students interested in the English language and journalism, and management of non-governmental organisations, social studies, marketing and public relations, intercultural communication, event management
* Proficiency in English in speech and writing
* Motivation, initiative and creativity
* Ability to work independently under time pressure
* Strong interpersonal skills and cultural awareness.

**Personal profile:**

* We are looking for creative and motivated individualists who would like to work in a lively environment. Someone who can organise their own work.
* A person who wants to make changes and is not afraid of challenges. A curious, warm and empathetic person, passionate about promoting culture, intercultural communication, willing to learn more about an NGO in Ireland, about project management.

If you are interested, please send us your CV and a cover letter about why you would like to take an internship with us, what your interests are and what you could bring to the organisation.

