

## ERASMUS+ PLACEMENT

### 1. About us

Polish Expats Association (PEA) as a non-profit organization promotes integration and community cohesion in the UK focusing on supporting adaptation of the Polish and other Eastern European Migrant Communities in the UK. PEA empowers Community, promotes art and culture ensuring that migrant community becomes integral, valid and active part of the British society.

### 2. Who are we looking for

- ✓ young dynamic individuals passionate about helping others with creative mind and good knowledge about arts sector and Polish culture in general
- ✓ students who would like to gain experience in management, marketing, HR, sales, IT, translation, project management and event management
- ✓ persons with a can-do attitude and willingness to learn

### 3. Candidate's profile

A successful candidate will assist PEA in regular activities, such as: promotion rights and responsibilities of migrant communities in the UK, parents and children support, translation, cultural events and heritage projects.

#### **Essential skills:**

- academic background in Marketing, Management, IT, Translation, Social Sciences, Arts
- native Polish speakers with excellent English (C2)
- Excellent computer skills (Ms Office)
- Good document management
- Organization and time management skills
- Ability to work alone and as a part of team

#### **Seen as an advantage:**

- Good knowledge of social websites and ideally basic knowledge of Wordpress
- Work experience in academic area

Placement duration: 3 months or more.

Working hours: 37 per week.

Financial contribution: We are unable to assist you financially.

Deadline for applications: There is no start date, we have ongoing recruitment.

Candidates should email: [info@polishexpats.org.uk](mailto:info@polishexpats.org.uk) with their CV in English or Polish. We will contact successful candidates to arrange a Skype interview.