

Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	European Network Remembrance and Solidarity
Address	Zielna 37
Postal Code	00-108
City	Warsaw
Country	Poland
Telephone	+48 22 39 57 600
Fax	+48 22 39 57 601
E-mail	office@enrs.eu
Website	http://www.enrs.eu/
Size of enterprise [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	small
Year of foundation	2005
Short Description of the Company	European Network Remembrance and Solidarity support academic research, educational projects and promotional events through an international network of international scholars and ENRS partner institutions. The Network's activities contribute to building better relations between European societies through discussing our common past.
Other	---

CONTACT PERSON DETAILS	
Name	Beata Drzazga
Department / Function	Strategy and Development Department / Senior Specialist
Direct telephone number	+48 22 395 76 16
Direct mobile	-
Direct e-mail address	beata.drzazga@enrs.eu

PLACEMENT INFORMATION	
Department / Function	Projects and Communication Department / Intern
Description of activities	<ol style="list-style-type: none"> 1. supporting coordination of the ENRS educational and networking projects and campaigns, i.e. European Remembrance Symposium (http://europeanremembrance.enrs.eu/), Hi-Story Lessons (http://enrs.eu/pl/hi-story), January 27 - International Holocaust Remembrance Day, and others, 2. establishing and maintaining communication with project partners, researching offers from specialists and sub-contractors, 3. providing draft inputs to written products such as project documentation, presentations, progress reports, research reports, briefings, etc. 4. drafting, translating, proofreading and editing academic articles and communications copy, e.g. press releases, publications, social media posts, etc. 5. assisting in maintaining web content and executing social media strategies, 6. collecting data and maintaining databases and media lists, 7. administrative and operational tasks.
Duration	2-6 months
Working hours / Weekly working hours	20-40 hours per week
City	Warsaw
Help with finding accommodation	no
Financial contribution	no
Other	<ul style="list-style-type: none"> • Invaluable employment experience in international multilingual environment • Possibility of participating in interesting projects • Skills development • References

REQUIREMENTS	
Oral and written language skills	English – level C1 good knowledge of German/Hungarian/Romanian/Slovak/Polish is an advantage
Field of study	Humanities, history, philology, journalism, sociology, cultural animation, management
Computer skills	1. Microsoft Word, Excel, Power Point 2. Google Drive 3. Dropbox 4. Photoshop, InDesign
Other	---