



## Internship opportunity at veltha

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### PREPARATION AND MANAGEMENT OF EUROPEAN PROJECTS

**About us** VELHA is an International not-for-profit organization based in Brussel, active mainly in the fields of research, culture, circular economy, environment, education and transport.

We participate in important H2020 projects; capitalizing on our previous experiences under the previous programme FP7. In addition, we act as a consultant for other companies willing to participate in European Funding Programmes, helping them in proposal preparation and in project life-cycle management.

Since 2013, we keep hosting trainees, collaborating with national, European and international programmes. We offer a structured, mixed and interesting training programme, endowed with frontal learning (course with certification) and learning by doing activities; the latter under the supervision of the mentor.

**Internship title** Preparation and management of European Projects

**Programme of the Internship** Maintain relationship with European partners; Support project coordinator in daily management activities; Proposal writing; Consortium preparation; Preparation of newsletters and communication management; Assistance in cost statement for ongoing projects; Technical Secretariat of international workshops; Management of the relationship with private and public partners during proposal preparation and project implementation; Reporting activities and official document preparation; Participation at relevant events; Dissemination activities; Internal Course: Preparation, Submission and Management of European Projects; Use of the Participant Portal.

**Knowledge, skill and competencies to be acquired** International communication; Public speaking; Official document and proposal writing; Knowledge of the European Institutions and their functioning; Project management; Capabilities related to dissemination and promotion; Team working; Organizational skills.

**Duration of the internship** to be accorded with the trainees accordingly with their needs. Internship from 3 months up (6 months would be the best option to validate all learning outputs).

**The internship is not paid; therefore, it is warmly advised that applying interns are provided with scholarship (i.e. Erasmus+ Internship grant).** Please, send via e-mail your CV to the address [sara.bergamin@veltha.eu](mailto:sara.bergamin@veltha.eu) with specific details on your scholarship and the foreseen period. We look forward to hearing from you!

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