

# Forka

## Erasmus work placement

### Work placement Offer Form

EMPLOYER INFORMATION	
Name of organization	Croatian – German society Split
Address	Sinjska 3
Postal Code	21 000
City	Split
Country	Croatia
Telephone	00 385 21 347 581
E-mail	hrvatsko-njemacko-drustvo@st.t-com.hr
Website	<a href="http://www.info-de.hr">www.info-de.hr</a>
Number of employees	9 (recruited)
Year of foundation	15.1.1997.
Department / Function	<ul style="list-style-type: none"><li>▪ Cluster for promotion of Foreign Language Learning</li><li>▪ Europe without borders – Association for promotion of cooperation</li></ul>
Short Description of the Institution	<p>Croatian-German Society (HNJD) was established in 1997 as a non-profit organization. It has 6 subsidiaries in Croatia and Germany. The main objectives of HNJD are to promote the cooperation between Croatia and Germany, as well as to foster inter-cultural dialogue and socio-economic cooperation between Croatia and the EU, especially prior to Croatia's accession to the Union. After the accession in July 2013, with the purpose of strengthening cross-cultural links on a wider European and non-European level, HNJD established Europe without borders - Association for promotion of cooperation.</p> <p>HNJD has over 500 active members, mostly under 35. It is governed by a Board of 12 members that includes professionals from both cultural and economic fields. For over 10 years HNJD has been running the biggest German language specialized school in Croatia with over 25 German language courses of different levels. In 2011 HNJD initiated the forming of the Cluster for promotion of foreign language learning in Split-Dalmatia County together with other prominent schools of foreign languages in Split.</p>

PLACEMENT INFORMATION	
Department / Function	<p>All interns will be working for the two following departments:</p> <ul style="list-style-type: none"> <li>▪ Cluster for promotion of Foreign Language Learning</li> <li>▪ Europe without borders – Association for promotion of cooperation</li> </ul> <p>In these two departments interns will cover 3 types of functions:</p> <ol style="list-style-type: none"> <li>1) Language Fair intern</li> <li>2) German language assistant teacher</li> <li>3) European cooperation project marketing intern</li> </ol> <p>Even though all of the selected interns will be working on the first and the third activity, and only native German speakers on the second one, it is important for us to know which of these areas of activities would best suit your preferences, so please make sure to emphasize that in your motivation letter.</p>
Description of activities	<p><b>1)Promotion of European languages</b></p> <ul style="list-style-type: none"> <li>▪ Organization of the Language Fair Split</li> <li>▪ Development of language games for the fair (e.g. “Language Trails” in the old town of Split, “Speak Dating” etc.)</li> <li>▪ Coordination of the logistics and activities of the European Day of Languages on 26.09.2014</li> </ul> <p><b>2)German language intensive class</b></p> <ul style="list-style-type: none"> <li>▪ Teaching German as a foreign language (preferably German native speaker)</li> <li>▪ 2 or 3 week intensive conversational course in September 2014</li> </ul> <p><b>3)European cooperation projects (Europe Without Borders)</b></p> <ul style="list-style-type: none"> <li>▪ Developing a network of EWB ambassadors and mentors across all 28 EU member states</li> <li>▪ Market research for the project “Europe Rewired – more Europe through smart synergies” (developing a network of Europe’s most innovative scientists, artists and designers, i.e. EWB mentors)</li> <li>▪ Brainstorming and developing marketing promotional tools and new media campaigns for Europe Rewired</li> <li>▪ Communicating with potential EWB ambassadors and mentors across the EU</li> </ul> <p>Interested interns have the possibility of becoming a long-term EWB ambassador and continue cooperating on EWB projects after the placement period.</p>
Duration	15.08.2014 – 15.10.2014
Working hours / Weekly hours	6 hours daily , 30 hours per week (working hours dependant

	on weekly work plan and agreement with team leader)
City	Split
Help with finding Accommodation	Yes if necessary
Financial Contribution	None
Personal Liability Insurance	Yes
Other	<p>We offer a very positive and friendly working environment. Self-initiatives and work related contribution will be specially appreciated and valued. We will also give interns independence in solving tasks and expect from them to give their own ideas to the problem solving.</p> <p>We are looking for six highly motivated, energetic and communicative applicants who will assist us in the initial stages of development of Europe Without Borders cooperation projects, networks, databases and marketing tools, as well as local activities related to promotion of language learning. Academic background in humanities, social sciences or business (marketing) and a passion for modern languages and cross-cultural projects should provide a good match with our activities.</p> <p>Interns will be provided with adequate working space with wi-fi connection. However, it is necessary that interns have their own laptop.</p>

REQUIREMENTS	
Application documents	CV + Motivation letter explaining what specific activity/function you are most interested in, what are your skills, personal qualities and professional qualifications in relation to the proposed activities, and your expectations about the placement
Oral and written language skills	Interns should have working proficiency level of English language, and be native speakers of German, French, English, Polish (i.e. any of the Slavic languages), Spanish <b>OR</b> Italian.
Computer skills	Excellent knowledge in MS Office programs and use of Internet
Driver license	Not necessary
Other	Interns should be able to execute and implement the job tasks effectively. Results will be measured according to KPIs

	<p>for specific tasks assigned to intern. Interns should have good Internet navigation skills and some knowledge of social media. They will be expected to cooperate with the rest of the team to successfully fulfil the given/chosen project. Through this work, it is expected for interns to achieve useful professional knowledge.</p> <p>All the candidates are required to get Erasmus scholarship for the internship. We search for active students of Masters from countries that participate in Erasmus program. All the necessary information that a potential candidate may require, for example medical insurance, accommodation, living expenses, etc. can be found at the following link: <a href="http://www.efst.hr/content.php?k=suradnja&amp;p=309">http://www.efst.hr/content.php?k=suradnja&amp;p=309</a></p>
Application deadline	July 7, 2014

SELECTION PROCEDURE	
1. Gathering applications	After gathering all the applications, we will decide which applicants go to the second round
2. Case study solving	Second round applicants will need to solve a simple case study to show their knowledge on the relevant matter
3. Skype interview	The best 10 applicants will have a Skype interview as the final point of the decision making process
4. Confirmation of placement	Interns will be notified about the final selection results on July 20 <sup>th</sup>