



Dorea Educational Institute
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<http://dorea.org/contact-us/>

Erasmus+ Internship at DOREA Educational Institute

DOREA Educational Institute is a team of highly qualified and experienced HR and training professionals who offer a diverse portfolio of services. DOREA provides a complete range of services in the fields of diagnostics, development, training, HR consultancy, coaching and mentoring. Educational institution DOREA offers training solutions for people in need as well as working professionals throughout Europe.

Currently, we are offering six Erasmus+ internship positions in our company.

Minimum internship period – 2 months.

Administrative support position:

- Drafting documents and correspondence;
- Customer support under the supervision of the mentor;
- Research and source information as requested;
- Update of existing customer database;
- Help and support to Training Coordinator in organising training courses and other events;
- Other tasks related to the previous experience of the intern.

Creative writing support position:

- Create written content for online and offline communications (website, e-Newsletter, social network, brochures and other materials);
- Analysis of the visibility of the company's online and offline communications content;
- Research topics and write compelling articles;
- Proofreading of content published on the company's website;
- Other tasks related to the previous experience of the intern.

PR/Marketing support position:

- Managing the company's web presence, visual media, press content and social media presence – development, monitoring and analysis;

- Developing marketing strategies to promote company and its services;
- Performing market research into social networking sites and teaching platforms;
- Other tasks related to the previous experience of the intern.

Graphic design support position:

- Creating, editing promotional materials both digital and printed (ads, brochures, presentations, logos, posters, leaflets, etc.);
- Creating, editing videos and photos;
- Participating in meetings and offering creative solutions;
- Other tasks related to the previous experience of the intern.

EU project management support position:

- Assisting with the management of EU funded projects;
- Assist with the preparation of dissemination activities such as trainings, workshops and expert meetings;
- Contributing to drafting and developing new project applications;
- Provide input to and assist in writing and editing material, including publications, reports and briefings related to EU projects;
- Participation in meetings and conferences whenever possible.

IT support position:

- Day to day computer, printer, other technical equipment support;
- Technical support with website;
- Maximizing google ads and search engines;
- Other tasks related to the previous experience of the intern.

To apply for the internship please send us Your CV to info@dorea.org