

ERASMUS+ INTERNSHIP INFORMATION

PROJECT COORDINATOR ASSISTANT

Type of organisation: Small and medium-sized enterprise (15 people)

Organisation number: 0508686212

Logopsycom is an education innovation centre that creates and uses alternative methods or tools (digital or not) to accompany schools, VET centres, educational organizations, youngsters and parents. We have 10 years of experience in our field.

We are a team of people from diverse international background. We are mainly working on education-related Erasmus+ projects in collaboration with partners from all over Europe and currently we are involved in 45+ KA2 Erasmus+ projects.

For more information on Logopsycom: <https://logopsycom.com/>

About the working environment

- Our office is situated in Mons, which is located in Wallonia region, 45 min by train from Brussels and we are open to remote work schedule (with presence in office twice a week)
- You will cooperate closely with team members responsible for the communication strategy in the company
- The internship is full time (36h), from 9h30 to 17h30, with a 30 minute break at midday.

Some of the tasks for the Project Coordinator Assistant Internship:

- Assisting with the management of EU funded projects
- Provide input to and assist in writing and editing material, including publications, reports, and briefings related to EU projects
- Assisting project coordinator team in developing educational materials in various Erasmus+ founded projects
- Participation in the international partners meetings whenever possible
- Helping the office staff with preparing and editing project administrative documents
- Researching relevant information about education, EU projects, etc.

What will it bring you:

We offer a practical experience with a learning-by-doing approach. In particular:

- **Understanding EU Projects:** Get firsthand experience in how EU-funded projects are managed and implemented.
- **Writing and Editing Practice:** Work on reports, publications, and project materials to improve writing and communication skills.
- **Creative Contribution:** Help develop educational materials and explore new ways to present information in engaging ways.
- **International Experience:** Participate in meetings with European partners and learn how international collaborations work.
- **Organizational Skills:** Support administrative tasks and learn how to manage project-related documents.
- **Research and Exploration:** Look into topics related to education and EU projects, gaining valuable insights into these fields.

We are looking for someone with:

- Team spirit but ability to work individually and autonomously as well
- Proactive attitude
- Ability to manage and organise multiple tasks at once
- Basic knowledge about EU projects and funding (Erasmus+, Horizon 2020) - not required but nice to have
- Flexibility and ability to adapt rapidly
- Knowledge of MS Office
- Strong written and spoken English (B2 is highly recommended) and French (not required but it would be a plus)

Compensation:

No financial compensation.

Please note that while the internship is not remunerated, candidates should be eligible for economic support through Erasmus+ (or other grant program) and able to provide a learning agreement signed by their university.



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