

# Placement Offer Form

EMPLOYER INFORMATION	
Name of organization	European Network Remembrance and Solidarity
Address	Wiejska 17/3
Postal Code	00-480
City	Warsaw
Country	Poland
Telephone	+48 22 891 25 00
Fax	+48 22 891 25 01
E-mail	office@enrs.eu
Website	enrs.eu
Size of enterprise [nr of employees]: small ( $\leq 50$ ), medium (51-250), large ( $> 250$ )	small
Year of foundation	2010
Short Description of the Company	<p><b>European Network Remembrance &amp; Solidarity (ENRS) is an international initiative created in 2005 by the Ministers of Culture of Germany, Poland, Hungary and Slovakia. Its member states include the founding countries and Romania.</b></p> <p><b>The main goal of the ENRS is to document and promote the study of 20th-century history and how it is remembered. Its fields of interest centre on times of dictatorial regimes, wars, and resistance to oppression.</b></p> <p><b>Until now the ENRS has implemented numerous projects, including international conferences, workshops and publications dedicated to European memory. It also offers educational projects (exhibitions, reviews of films, activities involving different forms of art) with the purpose of building historical awareness among youth and better relations between European societies through discussing our common past.</b></p>
Other	---

### CONTACT PERSON DETAILS

Name	<b>Beata Drzazga</b>
Department / Function	<b>Department of Strategy and Development / Project Associate</b>
Direct telephone number	<b>+48 22 521 05 88</b>
Direct mobile	---
Direct e-mail address	<b>beata.drzazga@enrs.eu</b>

### OFFER 1: DEPARTMENT OF COMMUNICATION

#### PLACEMENT INFORMATION

Department / Function	<b>Communication Department, Website development / Intern</b>
Description of activities	<p><b>1. Promotional activities:</b></p> <ul style="list-style-type: none"> <li>- correspondence with the ENRS' partners and media (e-mails, phone calls),</li> <li>- conducting on-line research, as directed,</li> <li>- monitoring relevant media coverage,</li> <li>- assembling press kits,</li> <li>- providing support to the Communication Department,</li> <li>- distributing leaflet and promotional material.</li> </ul> <p><b>2. Database and website uploads.</b></p>
Duration	<b>01.08.2014 - 31.10.2014</b>
Working hours / Weekly working hours	<b>10.00 – 16.00 / 30 hours per week</b>
City	<b>Warsaw</b>
Help with finding accommodation	<b>Yes</b>
Financial contribution	<b>No</b>
Other	<p><b>Interesting tasks, international and pleasant work environment .</b></p> <p><b>Participation in educational and cultural events organized by the ENRS and its partners.</b></p> <p><b>Letter of recommendation.</b></p>

<b>REQUIREMENTS</b>	
Oral and written language skills	<ul style="list-style-type: none"> <li>- English – level C1</li> <li>- One language of the ENRS’ member countries (German, Hungarian, Slovak, Romanian) – level C1</li> <li>- Polish – level B1 (highly preferred, but not required)</li> </ul>
Field of study	<b>Communication, Public Relations, History, Journalism</b>
Computer skills	<ul style="list-style-type: none"> <li>- Microsoft Word, Microsoft Excel, Power Point</li> <li>- Google Drive</li> <li>- Dropbox</li> </ul>
Other	<b>Strong organizational skills &amp; ability to multi-task, work in a team environment, and meet deadline.</b>

## OFFER 2: PROJECTS TEAM

<b>PLACEMENT INFORMATION</b>	
Department / Function	<b>Projects team / Intern</b>
Description of activities	<ol style="list-style-type: none"> <li><b>1. Administrative support – translations, keeping in touch with media and projects partners, providing support to project managers and other office staff.</b></li> <li><b>2. Assisting in the coordination and delivery of projects: <i>The Sound in the Silence, European Day of Remembrance for Victims of Stalinism and Nazism</i> and others.</b></li> <li><b>3. Event management support - help in organizing events in the ENRS’ member countries.</b></li> <li><b>4. Daily press review.</b></li> <li><b>5. Occasional database and website uploads.</b></li> </ol>
Duration	<b>01.10.2014 - 31.12.2014 or 01.03.2015 - 31.05.2015</b>
Working hours / Weekly working hours	<b>10:00-17:00 / 20 hours per week</b>
City	<b>Warsaw</b>
Help with finding accommodation	<b>Yes</b>
Financial contribution	<b>No</b>
Other	<p><b>Interesting tasks, international and pleasant work environment .</b></p> <p><b>Participation in educational and cultural events organized by the ENRS and its partners.</b></p>

	<b>Letter of recommendation.</b>
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<b>REQUIREMENTS</b>	
Oral and written language skills	<ul style="list-style-type: none"> <li>- English – level B2</li> <li>- Polish – level B2</li> <li>- One language of the ENRS’ member countries (German, Hungarian, Slovak, Romanian) – level C1</li> </ul>
Field of study	<b>History, Philology, Journalism, Sociology, Cultural animation</b>
Computer skills	<ul style="list-style-type: none"> <li>- Microsoft Word, Microsoft Excel, Power Point</li> <li>- Google Drive</li> <li>- Dropbox</li> </ul>
Other	<b>Self-motivated, organized, with good social skills, capable of working in a team.</b>