

Erasmus+ European Mobility

Από: Human Resources <humanresources.icees@gmail.com>
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Προς: Erasmus+ European Mobility; Erasmus+ International Mobility
Θέμα: Proposal for University Collaboration: Internship Opportunities with Institute for Central and Eastern European Societies (ICEES)

Good afternoon,

I am Yulia Fedosova from the Administration department at the Institute for Central and Eastern Societies (ICEES). I am responsible for the recruitment of interns to participate in the organisation's activities.

The Institute for Central and Eastern European Societies (ICEES) is a non-profit organisation registered in France. ICEES was founded in 2024 by Raphael Rodes and Matys Kocaj-Grienenberger with the aim of increasing understanding, promoting awareness and fostering connection around Central and Eastern European history, cultures, societies and languages. Our mission, encapsulated in our slogan—Promoting Cultures, Sharing Perspectives, Connecting People—focuses on enhancing cultural integration, democratic visibility, and youth representation in Europe.

For more information about ICEES, please visit our website: <https://www.icees.eu/about-us>

We are currently offering internship opportunities within our Department of Administration and Development. This is a unique opportunity to gain hands-on experience in a dynamic, international environment dedicated to fostering understanding, collaboration, and cultural exchange across Central and Eastern Europe.

We are seeking motivated interns for the following roles:

- Research & Education Interns: Support research projects, develop educational content, and contribute to publications and events focused on Central and Eastern European societies.
- Fundraising Interns: Assist in developing and implementing fundraising plans, cultivating donor relationships, and organizing events.
- Partnership Managers: Support the establishment and maintenance of partnerships with organizations and stakeholders.
- Development Planners: Contribute to strategic planning for organizational growth and development.
- Activity Organizers: Coordinate events, workshops, and activities that align with ICEES's mission.
- Project Coordinators: Manage project timelines, documentation, and communication between stakeholders.

Please note that this is an unpaid internship. However, interns may be eligible for grants through Erasmus or Erasmus+ programs.

Duration: Minimum of 4 months.

Commitment: Part-time or full-time options available.

Interns will play a vital role in supporting ICEES's mission by contributing to key administrative and developmental tasks. Responsibilities will vary depending on the position but may include

project planning, event organization, donor outreach, research, documentation management, and communication with stakeholders.

We are looking for candidates who demonstrate:

- A strong interest in nonprofit management, international affairs, or Central and Eastern European studies.
- Excellent communication skills (both verbal and written).
- Organizational skills with attention to detail.
- Ability to work collaboratively in a team environment.
- Proficiency in research and analytical tasks (particularly for fundraising roles).
- Familiarity with project management tools or software is a plus (for project coordinators).

We value motivated individuals who are proactive, adaptable, and enthusiastic about contributing to ICEES's mission will thrive in this role. Creativity, problem-solving skills, and a commitment to professional growth are highly appreciated.

I would like to establish contact with you personally, as well as with your university, department and faculty, to discuss how we can successfully cooperate to help your students acquire practical skills for their future profession. Our internship can form part of both mandatory and voluntary training programmes. We recruit interns in a variety of departments, including administration, research and education, and media. The scope of duties and tasks may vary depending on the purpose of recruitment.

For recruitment purposes, we kindly request candidates to submit:

- A CV and a cover letter outlining their motivation for applying.
- Relevant writing samples or portfolio materials (optional but encouraged).

I would be delighted to establish a productive partnership with you, based on the shared European values of cooperation, to support the development of our students and contribute to the advancement of science for the benefit of all.

Warm regards,
Yulia Fedosova
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Join us at ICEES to make a meaningful impact while developing professional skills!