**Job Description:** Third Sector International (3Si)

| **Role**: Assistant Project Coordinator**Website**: [www.3si.es](http://www.3si.es) | **Location**:C/ Leonardo Da Vinci, 18Planta 5ª, Módulo 241092, Sevilla |
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**Company Description**:

3Si is a vocational training and research centre supporting youth employment in the community. Our mission is to help young people gain employment in a demanding labour market. We have ten years of experience and continue to develop our networks both in the south of Spain and across Europe.

**Role Description**:

The participant will carry out a 13-week internship with 3Si. Their tasks will include: assisting with project administration, e.g. preparation of mobility documents; assisting with arrivals of new students, including airport pick-ups and introduction to accommodation; attending meetings with employers and students; leading local tours; taking students to medical centre/hospital if needed; making sure that the students are adapted to a new environment/culture; occasionally, taking students to events/cultural activities and giving Spanish classes; doing cleaning checks of student accommodation; and updating documents. This is a hands-on, active and sociable role, which will allow the participant to be involved in a wide variety of tasks both in our office and across the city of Seville.

**Required Applicant Profile:**

* Spanish skills are preferred for this role
* Experience of project coordination is preferable (e.g. working with school or college groups, Erasmus+ students)
* Interest in working with young people from different backgrounds and culture
* Needs to be able to work well in a team and possess excellent interpersonal skills
* Candidates must be proactive, flexible, organised and keen to work in a dynamic working environment
* Flexibility in working hours and tasks
* The participant must know how to ride a bike
* The participant will bring their own laptop with Microsoft Office and have WhatsApp on their phone