

Internship as Project Assistant at Português.Lund

Português.Lund is a part of the association Interkultur i Lund (former Eos Cares) whose purpose is to work for a welcoming local community where international newcomers have the opportunity to settle and establish themselves in Lund. Português.Lund views language as a key to cultural identity and belonging and wants to ensure that every child and youth with Brazilian or Portuguese roots in Scania can discover and cherish their heritage language and culture, next to knowing Swedish or English and being integrated into the Swedish society.

Português.Lund is at the beginning of its organizational journey and needs support both at the strategic and operational levels. We are looking for a motivated and committed intern to join the dynamic team of board members and volunteers. The intern is embedded in the wider group of employees and interns within Interkultur i Lund. As an intern you will have a unique opportunity to work on a variety of tasks, ranging from marketing and event planning to supporting our members and administrative duties. We hope that you can help us further develop our organization and activities.

Start Date: Fall 2024 (September/October) or Spring 2025 (January/February)

Deadline for application for Fall 2024: 16 August 2024

Tasks and Responsibilities:

- **Project Assistance:** Support in strategic and operational issues to develop our activities.
- **Managing Reading Circles:** Organize sessions, manage the volunteer group, prepare teaching materials.
- **Marketing, Communication, and Graphic Design:** Engage in marketing and communications to increase the organization's reach and the number of followers and participants.
- **External Relations:** Collaborate with other relevant organizations and stakeholders in the region.
- **Seminars, Workshops, and Events:** Organize seminars, workshops and other events on topics related to the Portuguese language, literature, culture, diversity, inclusion, and personal development.
- **Regular Social Activities:** Participate in organizing the section's regular social activities.

Qualifications:

- **Passion:** For the topics we focus on, such as literature, the Portuguese language, culture, social sustainability, diversity and inclusion, and intercultural communication.
- **Skills:** In event management, marketing and communication, learning and development, or project management.
- **Independence:** Ability to work independently and as part of a team, take initiative, and handle challenges in a constructive and positive way.

- Language Skills: Portuguese and English are essential. Any additional languages are a plus.
- Computer Skills: Experience with social media communication and basic computer skills.
- Structured Work Style: Good communication skills and a service-minded attitude.
- Intercultural Competence: Interest and experience in working in an international and multicultural environment, with intercultural sensitivity and communication skills.

Internship Benefits:

The internship offers you valuable work experience that is useful in the Swedish job market. You will also have the opportunity to improve your activity management and leadership skills. During the internship, you will increase your knowledge of the NGO sector and social integration, and establish a broad network of personal and professional relationships.

Interested?

Apply by sending your CV and cover letter until 16 August latest to hr@interkultur.nu. Please write "Application for Português.Lund" in the subject. We look forward to hearing from you!