

Erasmus+ Placement Offer Form

Interns can come to Poland or work remotely from their home country

EMPLOYER INFORMATION	
Name of organization	KONTAKT Centrum Języków Obcych. EDUSYSTEM Sp. z o.o.
Address	PLAC BERNARDYŃSKI 1A/1 (in the city center)
Postal Code	61-844
City	Poznań
Country	Poland
Telephone	+ 48 61 851 31 41
Fax	+ 48 61 851 38 27
E-mail	kontakt@cjo.pl kontaktespanol@cjo.pl
Website	www.kontakt.cjo.pl www.kontaktespanol.pl
Size of enterprise	medium
Year of foundation	2 000
Short Description of the Company	<p>KONTAKT is a private language school offering language courses for older teenagers and adults (English, Spanish, German, French, Italian, Portuguese, Russian, Catalan and Polish). Apart from general, business and exam preparation courses, the school organizes lots of additional events, activities and festivals, promoting European culture and the idea of learning languages and travelling around the world. The school also cooperates with schools situated in other European countries (the UK, Malta, Ireland, Spain, Germany, France, Portugal, Italy), offering students language courses abroad. The school is also an authorized ETS exam center, administrating exams in English, German and French.</p> <p>Video about the school: https://youtu.be/b-PMRK903z0</p>
Other	<p>Since March 2022, the school has been implementing many projects supporting the refugees from Ukraine living in Poznan: organizing Polish and English courses and other training and workshops for Ukrainian adults and kids as well as helping Ukrainian kids with catching up with the material at Polish schools. We have many Ukrainian students and a few Ukrainian teachers and other employees in our team.</p> <p>Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Portugal, Italy, France, Finland, Croatia, Greece, Cyprus, Romania etc. The school's staff is mostly Polish but we also have many foreign teachers- native speakers of English, Spanish, Italian, Portuguese.</p>

CONTACT PERSON DETAILS

Name	Katarzyna Skrzypczak
Department / Function	Director of studies
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PLACEMENT INFORMATION

Department / Function	Ukrainian/Russian language assistant for educational projects helping refugees from Ukraine
Description of activities	<p>We believe that teaching languages is much more than practicing grammar structures and new vocabulary. That is why, apart from traditional language courses, we offer our students lots of additional events and activities, promoting European culture and the idea of learning languages. By hosting a trainee we'd like to further improve cultural awareness of our students and teachers and make our language and cultural program for students more complex and regular.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> ▪ organizing and supporting language & cultural events, activities for Ukrainian refugees ▪ helping the administration staff with serving Ukrainian students ▪ assisting Ukrainian students with individual problems during duty hours at school ▪ assisting teachers during courses for Ukrainian refugees ▪ translating and interpreting (Ukrainian/Russian - English) ▪ preparing materials in Ukrainian/Russian for school's websites and social media ▪ giving guest lectures about his/her country, culture and traditions
Duration	min. 2 – max. 12 months within 2022 and 2023
Working hours / Weekly working hours	Monday- Friday, flexible hours depending on specific tasks The school is open 9:00 am-9:00 pm, most classes are held in the afternoons and evenings (4 p.m. to 9 p.m.)
City	Poznań, Poland: The school is located in the historical city center, close to the Old Market
Help with finding accommodation	The school can help with finding accommodation, planning the journey etc
Other	The school can offer a free language course

REQUIREMENTS

Oral and written language skills	communicative knowledge of Ukrainian or Russian, English level min. B2, interest in culture, good communication skills
	Languages, linguistics, literature, culture, tourism, education, methodology of teaching etc

	Basic computer skills, ability to use modern technologies in the classroom
	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important. We would appreciate any experience in education sector.