

Erasmus+ Placement Offer Form

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 [nr of employees]: small (≤ 50), medium (51-250), large (> 250)	medium
Year of foundation	2 000
Short Description of the Company	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.
Other	Since 2012 the school has successfully hosted Erasmus, Erasmus+ and Leonardo da Vinci trainees from Spain, Germany, Finland, Croatia, Greece, Turkey etc. The school's staff is mostly Polish but we've also got 10 native speakers of English (USA, UK, Ireland), Spanish, Italian and Portuguese.

CONTACT PERSON DETAILES	
Name	Katarzyna Skrzypczak
Department / Function	Director of studies
Direct mobile	+ 48 608 657 002
Direct e-mail address	kasia.skrzypczak@cjo.pl

PLACEMENT INFORMATION	
Department / Function	English language & culture assistant
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 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 introduce some fresh ideas and projects into our marketing.</p> <p>The trainee's tasks will include:</p> <ul style="list-style-type: none"> ▪ designing graphics, leaflets, posters for marketing and PR department ▪ designing iconographies for school's social media fan pages ▪ preparing promotional materials before printing ▪ developing visual teaching materials ▪ preparing multimedia presentations for marketing department and for teachers ▪ preparing photos, films, slideshows for school's website and social media ▪ documenting school's life and cultural/ promotional events ▪ other marketing tasks connected with the Internet and modern technologies
Duration	2016/2017: min. 2 – max. 6 months
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 city center, next to the Old Market
Help with finding accommodation	The school can help with finding accommodation
Other	The school can offer a free language course

REQUIREMENTS	
Oral and written language skills	Good communication skills in English (min. B2)
Field of study	Graphic Design, Communication, ICT marketing, creative design
Computer skills	Good ICT skills
Other	We expect the trainee to be a creative, flexible and communicative person. Teamwork skills would also be very important.