

**ERASMUS STUDENT INTERNSHIP/WORK PLACEMENT AT  
MERSEYSIDE POLONIA - NON-PROFIT ORGANISATION PROMOTING  
POLISH CULTURE IN MERSEYSIDE**

<b>Organisation Name:</b>	Merseyside Polonia
<b>Address:</b>	Merseyside Polonia, Room 10, 5th Floor, Gostin Building 32-36 Hanover Street Liverpool L1 4LN United Kingdom
<b>Website:</b>	<a href="http://www.merseysidepolonia.com">www.merseysidepolonia.com</a>
<b>Phone Number:</b>	(+44)07983995453
<b>Email:</b>	<a href="mailto:volunteers@merseysidepolonia.com">volunteers@merseysidepolonia.com</a>
<b>Staff Contact Name:</b>	Asia Punpur – Volunteer Coordinator

Merseyside Polonia is a non-profit organisation based in Liverpool. It is the most recognised Polish Community organisation in the North West, which, by celebrating diversity, aims to bring Polish culture to Merseyside and by doing so develop better relationships with local residents including local minorities.

The NGO organises and hosts a variety of events: from events attended by local authorities representatives, big festivals and projects as well as informal events. In the past few years Merseyside Polonia has organised and hosted series of Film Festivals, Literature Festivals, Musical Concerts, Arts and Crafts Workshops, History and Heritage Project, Awareness Sessions, School Workshops, Projects with Local Services for local minorities and residents. Recently Merseyside Polonia started developing projects with Children , against domestic violence or with seniors.

Merseyside Polonia was registered on 9th of June 2009 to ensure successful integration of the newcomers who came after 2004. We believe that diversity can flourish and therefore we give opportunities for local communities to meet and engage with each other by sharing their cultures.

**Internship opportunity:**

As an intern you will have an opportunity to work in a lively team of volunteers, the NGO employees and artists. You will work full time but your working hours will be often flexible and depend on event calendar. Working with Merseyside Polonia will allow you to gain a valuable insight into functioning of non-profit organisation promoting Polish art and culture abroad and developing positive relations between the Polish Community and local residents. Time spend with us will offer you practical experience in a variety of areas: marketing, event and project management, administration and fundraising, as well as give you an opportunity to meet inspiring people and find out more about local community in Liverpool.

***Main duties:***

- Planning, implementing and delivering projects and events such as: Literature Events, Film Festivals – Screenings, History and Heritage events, Arts and Crafts Workshops, Music Events, as well as events organised as part of other projects ( e.g. Children, Polish Community against Domestic Violence ,Senior Projects).
- Marketing/PR tasks: writing effective press releases, building links with the media, promoting and informing on the Organisation via traditional media and social media, updating website, designing posters and leaflets.
- Building relations with other charities, local authorities and organisations.
- Assisting the volunteer coordinator and project coordinators in their daily duties.
- General administrative and office duties.

***Requirements:***

- Students of/interested in: English Language and Culture, Culture and Arts Management, NGO Management, Marketing and Public Relations, Multicultural Communication.
- Fluency in spoken and written English.
- High motivation and creativity.
- Good organisational skills.
- Ability to work in a team.
- Strong interpersonal skills and intercultural awareness.

***Personal Profile:***

We are looking for a creative and self-motivated individual who would like to work in a lively and multicultural environment. A good team player as well as a person with strong ability to organise their own work flow and striving to develop their own skills, knowledge. Keen to work to make a difference and challenge themselves, try different things.

Passionate about promoting cultures, intercultural communication and willing to know more about organisation of events, project, marketing, arts, functioning of non-profit organisation and more.

For more questions concerning the role of an intern, email the volunteer coordinator at: [volunteers@merseysidepolonia.com](mailto:volunteers@merseysidepolonia.com) and visit our website: <http://www.merseysidepolonia.com/en>.

We are looking forward to working with you.