REMOTE INTERNSHIP OFFER FORM:

COMPANY NAME	**Asociația de Dezvoltare Intercomunitară Harghita (ADI Harghita)** Activities of ADI Harghita: development and promotion of tourism in the region (facilitating access to development opportunities for tourism companies and organisations; improving institutional frameworks and networking in the tourism sector; organizing tourism fairs and conferences; creating publications; implementing educational projects for tourism development; promoting cultural and sustainable tourism, etc.)
ADDRESS	**Address:** Piata Libertatii no. 5., 530140 Miercurea Ciuc, Harghita, Romania Website: https://adiharghita.ro/ and https://visitharghita.com/
INTERNSHIP POSITION DESCRIPTION	**Creating a database with relevant actors in the tourism industry** Online research for identifying relevant tourism industry actors, gathering information and contact details of the following: ● Influencers and online magazines based in Romania and other European countries that present travel topics and tourism destinations from Romania; ● Travel agencies based in Romania or other European countries that provide tour packages for travelling to tourism destinations from Romania; ● TV and radio shows from Romania that present tourism topics; ● Romanian organisations for development and promotion of tourism. We are looking for higher education interns with Romanian native language skills. **Timeline:** The duration of this assignment is estimated at 4 weeks at 20 hours per week. If you dedicate less time per week it can take longer but keep in mind it must be finished before the end of January 2024. Best time frame to do this assignment is in November-December 2023.
ACTIVITIES DESCRIPTION	**Purpose of the task:** Gathering information and contact details of tourism industry actors for a database that will help the association's networking, communication and promotion work in the field of tourism and, also, supporting the intern's professional development. **Learning Outcomes:** You will be able to practice virtual remote collaboration, develop your online research and networking skills in the tourism industry. You will gather useful experience and knowledge about the tourism sector and relevant actors for promoting tourism services. You will also communicate and collaborate with qualified experts. You will receive mentoring on how to develop or improve basic collaboration skills for remote working environments, how to plan, monitor and evaluate your learning process throughout the internship.

	Measured Results: To complete this Internship Assignment, you will need to create a relevant database that can be used and expanded in the future. The association's staff will provide support and mentoring online in this work. You will need to keep a record of what you do, such as the methods used to gather information and your experience during the internship.
MANAGEMENT OF THE INTERNSHIP	**Weekly check-in:** We want you to succeed in this assignment. Given that this is a remote internship, to support you better, we will need to check-in with you online on a regular basis to know how you are doing, what challenges you are facing, and how we can help you to be successful. You will send a short one-page report once per week to the Point of Contact (PoC) via email with an attachment. We will provide you with an example for the report. This weekly check-in will also be an opportunity to get feedback on how the database is progressing. The PoC at ADI Harghita will give feedback from this report with information to support the intern, and if necessary host online calls for mentoring. **Reward/recognition:** 1. At the end of the assignment, you can add the description of your role during the internship with ADI Harghita to your LinkedIn profile and use it for your CV. 2. Upon successful completion of your assignment, you will receive a certificate of contribution to the EU-funded project for Promoting Resilience and Employability in uniVersity students through Internship for futurE Work. 3. Depending on the outcomes of the assignment, you might be able to count on our recommendation for your future job and other applications.
CANDIDATE PROFILE	We can accept any of the following: □ Student/undergraduate □ Graduate student Degree type □ LT - Bachelor's degree □ LS - Specialist degree (+ 2, after the three-year LT) □ LSU - Single cycle degree Course name or Disciplinary area of the degree: □ tourism and hospitality □ economics □ geography □ sociology □ communication
LANGUAGE SKILLS	A) Fluent in Romanian B) Independent user of English C) Hungarian language skills are an advantage

ICT SKILLS	Intermediate user of Google Search, Google Drive (mainly of Google Sheets) to collect data and share files on a cloud-based system.
	Social media or digital networking skills can be an advantage to succeed in this assignment.
	Intermediate user of a video-calling application such as Zoom.
EDUCATION	Bachelor level preferred.
	Can be a student of university or master degree.
WORKS EXPERIENCE	No minimal work experience required.
	Previous internship experience is preferred.
HOW TO APPLY	**To apply, send** an email to adiharghitaprojects@gmail.com.
	Include your motivation letter, and your LinkedIn or other professional, educational, or social profiles.