

POSITION OF TRAINING AND E-LEARNING ASSISTANT (internship or apprenticeship)

On October 25, 2019

Within the support team of the association (2 persons at the moment) at the Cité des Sciences et de l'Industrie Paris La Villette from the beginning of 2020, you will work under the responsibility of the International Coordinator.

MAIN DUTIES

- ❖ **Provide a methodological support in the development of training sessions and validation of skills:** co-design training plans with groups of experts, repository of skills, quality assurance of the training sessions.
- ❖ **Ensure the facilitation and organisation of internal actions for the professionalisation:** monitoring of practices, animation of meetings of CDMs experts, logistical support for trainings, management of an e-training platform (moodle).
- ❖ **Participate into the EU project « Career Skills » :** designing learnings materials, project meeting, administrative and financial monitoring.
- ❖ **Contribute to the current activities of the association :** writing minutes of bodies, translation of documents FR/EN, support to organise events.

You may be involved, time to time, to other EU existing projects and applications to calls for projects.

PROFILE EXPECTED

Background (Master level) in Human resources, educational engineering/digital learning, education and/or training project management

Experience

- First experience in a training organisation
- Use of management and learning platforms

Qualifications

- You know how to communicate and adapt yourself to different environment ;
- You are fluent in English and French. If you know another language it could be an asset;
- You have very strong skills with the office tools ;
- You are comfortable with the use of collaborative tools and social media;
- You have shown an interest to create digital contents (videos, pictures, e-learning, PowerPoint, Html...). If you have some practice with the Adobe Suite it will be an asset ;
- You are well organised, autonomous and you like taking initiatives!
- You have very good writing skills.

There will be sometimes business trips in France and Europe

The Cités des métiers International Network (RICDM) was set up in 2001

Objective : federate around thirty labelled spaces dedicated to information and counselling for the professional life.

Priorities of the 2018-2020 strategic plan: it includes among others, support the Cités des métiers in the development of skills and professional practices, strengthen the recognition and positioning of the Network at International level.

The support team of the Network works closely with the Manager of the Label Universcience. It can mobilise working groups in counselling, digital facilitation, communication and documentation

Involvement in Erasmus+ projects

- DIMESCA Digital MEiation Skills in lifelong CAeer Guidance (2018-2020)
- KIP-Keep innovation in multi-partnership cooperation in lifelong career guidance services (2019-2021)
- RESOLUTION -innovative education and training tools to better identify and mobilise clients far away from the labour market (2019-2021)
- CAREER SKILLS – (2019-2022) to develop a comprehensive career skills catalogue and online training courses (MOOC) for professionals and clients.

WORKING CONDITIONS

Legal compensation for an internship or apprenticeship
Lunch voucher

PROCESS OF RECRUITMENT

Please send a letter of motivation and CV before **15 November**.

First interviews will take place on November 13 in Paris or videoconference

Contact : Ludovic Collin

lcollin@reseaucitesdesmetiers.com