**Borghi Europei is looking for these workers’ profiles:**

**1 Funds Management Admnistrator**

**1 Enhancement of Cultural Heritage Promoter**

**1 Human Resources Manager**

**1 Tourist Events Campaigner**

**1 Training Team Responsible**

If you are interested send an email to [www.borghieuropei.it](http://www.borghieuropei.it)

enclosing

1. CV
2. an intent letter

**1: Funds Management Admnistrator:**

JOB TYPE: Paid Associate

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* analyze data using a financial management system
* provide directions and assign work to the Budget Execution team to achieve a strategic financial goal
* coordinate information (e.g., managerial accounting, funds management, systems accounting, operations, policies, procedures, regulations) to support program objectives.
* conduct financial reviews to identify and resolve issues that affect program and project operations
* prepare briefs to communicate the health of organization's financial programs to managers
* evaluate funds obligations and expenditures to determine compliance with rules and regulations organizational budgetary, accounting, or financial procedures and practices.

QUALIFICATIONS - the applier should have at least one year of specialized experience in the private or public sector in:

* executing budget requirements to support organizational plans, programs, and activities;
* reviewing budget request, control and reporting of obligations and expenditures:
* analyzing cost and benefits of alternate methods of financial management processes of organizations programs and operations;
* implementing legal and regulatory controls over approved budgets;
* providing advice on effective methods for the acquisition for use of funds to support the organizations activities.

SALARY: 2000€ a month

**2: Enhancement of Cultural Heritage Promoter**

JOB TYPE: Paid Intern

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* know, research, and strengthen the tenets and actions that encourage how and where stories of our communities are told
* represent the Company in meetings with current and prospective grantee organizations, Foundation partners, and professional organizations in the field of arts and cultural heritage
* actively collaborate with resident companies and other existing and potential artistic partners to support the cultural growth of the region

QUALIFICATIONS: the applier should

* hold any combination equivalent to Bachelor’s degree and at least four (4) years of experience in the supervision and implementation of systems related to the function of role
* have an open inquiring mind supported by an advanced degree in the relevant field
* demonstrate fluency in public speaking and written communication
* be able to meet travel requirements associated with this position
* have strong written and verbal communication skills

SALARY: 1600€ a month

**3: Human Resources Manager**

JOB TYPE: Associate Member

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* collaborate with the organization's management and/or human resources team to support initiatives by understanding the organization's issues and needs
* assist in the implementation of strategies for facilitating organizational and behavioral change
* oversee the performance appraisal process
* administer area's salary-setting program to meet the organization guidelines
* advise managers on assignment of employees to appropriate classification levels
* identify, communicate, and consult with staff on training and career development opportunities
* conduct relevant training, and participate in training design, as needed.
* oversee processes for workers' compensation, disability, leave, work place accommodation requests, and health and safety issues

QUALIFICATIONS - the applier should

* hold Bachelor's degree and three years relevant experience, or a combination of education and relevant experience
* have demonstrated experience in at least two human resources areas, including: employee relations, employment and labor law, compensation, staffing and employment, training and development, performance coaching and management, and organizational development
* demonstrated interpersonal skills and understanding of group dynamics
* have strong analytical, critical thinking, problem solving, judgment, and influencing skills

SALARY: 1800€ a month

**4: Tourist Events Campaigner**

JOB TYPE: Paid Intern

JOB SCHEDULE: Part-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES - the candidate should:

* coordinate tourism events in conjunction with the Local Tourism Office and user groups
* identify event requirements, vendors and overall setup and tear down for each event.
* interview, hire, train, supervise, evaluate, and discipline staff.
* assess quality of customer service for assigned events through the distribution and evaluation of participant surveys
* maintain adequate inventory and upkeep of equipment used in the operation of assigned events.

QUALIFICATIONS - the applier should:

* hold Bachelor’s Degree in Tourism or related field and three (3) years experience related to area of assignment, including supervisory experience or an equivalent combination of education and experience. have expertise in entertainment industry and intechnical aspects of performance programming, including procedures for booking/scheduling of entertainers, events, and stage sound, light and electrical requirements
* be able to plan and program events
* have excellent written and oral communication skills
* be available to work weekends, evenings, and holidays
* know English fluently

SALARY: 1700€ a month

**5: Training Team Responsible:**

JOB TYPE: Associate Member

JOB SCHEDULE: Full-Time

JOB LOCATION: Soverato (CZ) Italy

JOB RESPONSIBILITIES- the candidate should:

* manage and administer online education and training programs
* provide technical support to Learning Management, including systems administration, software upgrade installation, testing, troubleshooting, documentation, tracking, development, reporting, and delivery of electronic educational technology (e-learning) courses and/or training programs.
* serves as Training Specialist (lead analyst), course/program designer for major projects including the design, development, pilot delivery and evaluation of instructional packages.

QUALIFICATIONS- the applier should:

* have at least one year of experience in managing online education and training programs
* plan and conduct studies that evaluate and predict program achievements and performance and prepare interpretations of results and recommendations.
* Have previous experience including volunteer work done through National Service programs (e.g. Civil Volunteer) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social).

SALARY: 1800€ a month

**To promote Italian and international tourism Borghi Europei carries out the following general non-profit, activities for all members and third parties:**

**• enhancement of cultural heritage, through the management of restaurant facilities and the organization of tourist trips**

**• training, through the organization of courses, seminars, stages**

**• promotion and implementation of agriculture activities**

**• tourist events**