



## Job Description

### PROJECT MANAGER INTERN

### MONACO

3 to 6 months / 20-25 hours a week

*The business development intern will help the business development associate and management team to grow the business and create new opportunities and clients. The ideal candidate will always represent FuturED and its ethos and professional mission.*

*"FuturED is an international educational organization founded to contribute to the achievement of the United Nations Sustainable Development Goals. In addition, we support the UN Global Compact and the SME Climate Hub.*

*Proudly born in Monaco. Made with passion and conviction in the United Kingdom.*

*FuturED is an online learning platform producing and curating academic content in Spanish and English in a 360 model. We motivate people, organizations and their communities to become the best version of themselves."*

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**Direct Reports:** This candidate will report to team project leader or management team

#### Job Description

- Follow a standard process, as defined by a professional project management organization,
- initiate the project - check feasibility and work out budgets, teams, and resources
- Carry out planning - this will include setting goals and objectives, defining roles and producing schedules and timelines for tasks - in accordance with the needs of your client.
- Select, lead, and motivate your project team from both internal and external stakeholders
- Manage the project - which includes coordinating the project team to keep them on track and keeping the project on budget
- Carry out monitoring and control activities to track the progress of the project
- Identify and manage risks to ensure delivery is on time
- Implement any necessary changes throughout the process
- Report regularly to management and the client
- Close the project - including evaluating successes and challenges to enhance learning for your next project.

#### Person Specification

- All candidates must be current students or alumni of the International University of Monaco
- Proactive attitude at all times
- Extreme attention to detail
- Flexibility with demanding work schedules and unsocial hours (if required)
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Ability to produce full reports in English and Spanish
- Knowledge of Gantt or other project management tools and programmes

**Desired:** Ability to read, understand and speak French (intermediate level)