

BELIEVE IN EXPERIENCE

euromind



ERASMUS INTERNSHIP IN SPAIN OR PORTUGAL

Mobility Projects Coordinator's Assistant

European training consultancy with headquarters in Spain (Seville, Málaga, Úbeda) and in Portugal (Setúbal) is looking for passionate and hard-working students or recent graduates to fill an Erasmus+ unpaid internship position of a Mobility Projects Coordinator's Assistant.

General information:

- Duration: from 3 months up to 12 months,
- Commitment: Full-time,
- Only students benefiting from the Erasmus+ programme.

Main responsibilities:

- Interpreting and intermediating during training and different activities (presentations in partner companies),
- Teaching Spanish or Portuguese language - basic level A1/A2 - and culture to groups of students,
- Preparing materials and activities for the participants (folders, id cards, agendas),
- Delivering cultural activities (tapas night, tour around the city, museum visit, etc.),
- Supporting coordinators with administrative tasks (translating documents, signing certificates in partner companies, mailing),
- Managing social media, such as Facebook, YouTube, company website, Instagram.

Minimum requirements:

- Bachelor's or Master's degree student or recent graduate in language studies (translation, interpreting, philology, etc.), Humanities or Social Sciences, who is eligible to perform an internship within the **ERASMUS+ PROGRAMME** (100% OBLIGATORY CONDITION).
- Good knowledge of Spanish (B2) or Portuguese (B2), and English (B2). Polish is a plus.

Additional requirements:

- Knowledge of other foreign languages will be an advantage (especially French, Croatian, Turkish, Romanian or Hungarian),
- Experience delivering classes,
- Team work skills, friendliness, open-mindedness and creativity,
- Desire to succeed and willingness to go the extra mile,
- Good use of Microsoft Office Package, knowledge of Photoshop will be an asset or other graphic design programmes.

We offer:

- Free lunches in our residences,
- Opportunity to take part in free trips to beautiful Andalusian cities (including Gibraltar) or around the Lisbon area (Setúbal),
- Opportunity to practice different languages while being part of a vibrant international team,
- Career advancement opportunities and continuous professional development,
- Recommendation letter if requested.

Links:

<http://www.euromind.es>

For placements in Spain

<https://erasmusintern.org/traineeship/erasmus-internship-spain-mobility-projects-coordinator%E2%80%99s-assistant-englishspanish-or>

For placements in Portugal

<https://erasmusintern.org/traineeship/erasmus-internship-setubal-lisbon-portugal-mobility-projects-coordinator%E2%80%99s-assistant>

All candidates interested are invited to send us their CV and cover letter on:

Joanna Brzeska admin.office@euromind.es / Álvaro Domínguez erasmus.assistants@euromind.es

We are looking forward to hearing from you!