



DEVELOP YOUR SKILLS!

ERASMUS INTERNSHIP IN SPAIN Mobility Projects Coordinator's Assistant

European training consultancy with headquarters in Spain (Seville, Malaga, Tenerife) 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,
- Internship taking place in Seville or Malaga, stationary.

Main responsibilities:

- Interpreting and intermediating during courses and different activities,
- Giving cultural advice to the groups and assisting them during activities and trips (city walk, tapas nights, flamenco shows etc.),
- Preparing materials and activities for the participants (folders, ID cards, documents),
- Supporting coordinators with administrative tasks (translating documents, filling in the data bases, calendars, taking care of stock etc.),
- Translating the documents and checking the translations,
- Managing social media, such as Facebook, Instagram and company website.

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) and English (B2). Polish is a plus.

Additional requirements:

- Knowledge of other foreign languages will be an advantage (especially Italian, German, French or Croatian),
- Teamwork skills, friendliness, open-mindedness and creativity,
- Desire to succeed and willingness to go the extra mile,
- Good use of Microsoft Office Package,
- Taking care of details would be a great plus.

We offer:

- Free lunches in our residences on working days,
- Opportunity to take part in free trips to beautiful Andalusian cities (including Gibraltar),
- 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:

- [Our website](#),
- [Our Facebook](#).

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

Joanna Brzeska admin.office@euromind.es /

Álvaro Domínguez <mailto:erasmus.assistants@euromind.es>

We are looking forward to hearing from you!