

# 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:**

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**We are looking forward to hearing from you!**