

# BELIEVE IN EXPERIENCE



## euromind



### ERASMUS INTERNSHIP IN PORTUGAL

#### Mobility Projects Support Coordinator

#### with Portuguese

#### Setúbal (Lisbon)

A European consulting company with offices in Spain and Portugal (Setúbal) is looking for passionate and hard-working students or recent graduates for the position of **Mobility Projects Support Coordinator** speaking English and Portuguese.

#### General information:

- Duration: 3-12 months
- Commitment: Full-time, 40 hours/week
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- Internships within the Erasmus+ programme
- Option to obtain an additional grant from the company

#### Responsibilities:

- Performing translation tasks (oral and written).
- Supporting communication in different languages (English, Portuguese) and accompanying students or teachers during their internships, company/school visits, project and cultural activities.
- Teaching Portuguese language and culture to foreign groups of students - basic level A1/A2.
- Preparing materials and activities for students.
- Coordinating cultural activities (boat cruise, city tours, museum visits, sports activities, etc.) and other activities (visits to schools, companies, etc.).
- Performing administrative tasks (preparing documentation, filing data, ordering tickets, printing, scanning, archiving and preparing documents).
- Supporting the creation of databases.
- Supporting the running of social media such as Facebook, YouTube, company website, Instagram.

**Minimum requirements:**

- Undergraduate or graduate student eligible for a scholarship under the **ERASMUS+ Programme**.
- Preferred fields of study: Portuguese philology, linguistics, translation, tourism, international relations.
- Good knowledge of **English and Portuguese**.

**Additional requirements:**

- Knowledge of other foreign languages.
- Experience in teaching language classes and coordinating activities for groups.
- Ability to work in an international team.
- Kindness, openness and creativity.
- A drive to succeed and willingness to go the extra mile to achieve a goal.
- Good knowledge of Microsoft Office.
- Knowledge of Photoshop, Canva or other graphic design programs will be an advantage.

**We offer:**

- The additional grant is available to those who demonstrate a high level of commitment, responsibility and productivity:  
**€300/month** (internship lasting 3-5 months),  
**€600/month** (internship of a minimum of 6 months or more).
- Opportunity to take part in free excursions in Portugal (on weekends).
- Opportunity to practice foreign languages while being part of an international team.
- Continuous professional development.
- Letter of recommendation upon successful completion of the internship (upon request).

**Links:**

<http://www.euromind.es>

<https://erasmusintern.org/traineeship/mobility-projects-support-coordinator-portugal-portuguese-and-english>

**All candidates interested are invited to send us their CV on:**

[erasmus.assistants@euromind.es](mailto:erasmus.assistants@euromind.es)

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