

BELIEVE IN EXPERIENCE



euromind



ERASMUS INTERNSHIP IN SPAIN

Mobility Projects Support Coordinator

with Spanish

Malaga / Sewilla

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

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, Spanish) and accompanying students or teachers during their internships, company/school visits, project and cultural activities.
- Teaching Spanish 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: Spanish philology, linguistics, translation, tourism, international relations.
- Good knowledge of **English and Spanish**.

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 Spain (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-spain-spanish-and-english>

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

erasmus.assistants@euromind.es

We are looking forward to hearing from you!