

We are mainly looking a student for the following task. The role is combinations of all of them. We don't have specific role for only one of them:

1) Customer Attention

- Getting Settled in Madrid support in the office
- Promotion of the events & trips in the office and at events
- Preparation of Welcome Pack for incoming students
- Support during welcome days in the universities in Madrid
- Activities & trips booking and info

2) Social Media

- Managing a Facebook account for event promotion
- Weekly selection of photos from trips & events and uploading on different Facebook pages of the company
- Creating Scheduled post on different pages of the company to create more followers and constant traffic.
- Managing Instagram
- Managing WhatsApp
- Support with weekly newsletter

3) Events & trips Support

- Preparation, Marketing & Wrap up weekly events
- Organize and host weekly events
- Coordinating weekly cultural visits
- Co-coordinator trips in Spain

4) Working on individual projects based on needs of the companies

Our internships are unpaid and for minimum of 4 moths, ideal is 5-6 or longer

We have vacancies starting Aug/Sept, Jan/Feb or May/June