

MARKETING AND COMMUNICATIONS

| EMPLOYER INFORMATION | |
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| Legal name (in national language): | Europass SRL |
| Name in English: | Europass Italian Language School |
| Address: | via S. Egidio 12 |
| City: | Florence |
| Country: | Italy |
| Website: | https://www.europassitalian.com/ |
| Number of employees: | 38 |
| Phone: | +39 055 247 9995 |
| Email: | europass@europass.it |
| PLACEMENT INFORMATION & CONDITIONS | |
| Study level: | BA or MA |
| Internship description: | <p>Who we are: Europass SRL is both an Italian language school based in Florence, Italy, and the headquarters of Europass Teacher Academy, which, with more than 250 collaborators, 300 courses available in 30 locations, and more than 15.000 participants per year, is the largest provider of teacher training courses in Europe.</p> <p>MARKETING ASSISTANT The intern will assist the team in all communication-related tasks, such as implementing social media communication, content creation and copywriting. They will also help in front and back-office activities. Duration: the internship should last at least 3 months, during which the intern will be required to relocate to Florence to work in our office 5 hours a day.</p> <p>What we are looking for: • Eligible candidates must be enrolled in a university degree program or recent graduates with an Erasmus+ traineeship agreement (or any internship Agreement/scholarship).</p> |

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| | <ul style="list-style-type: none"> • Ideal candidates have a C1 English level and a C1 level in one of the following languages: Italian, Spanish, German or French. <p>What we offer:</p> <ul style="list-style-type: none"> • 2 free Italian language lessons per day with our highly qualified Italian language teachers • a truly international environment. We have been welcoming learners from abroad for years, and we'll be glad to support your professional development as well! <p>Application process: Interested applicants should send their CV (in English) to europass@europass.it Short-listed candidates will then be contacted for online interviews. It is a rolling recruitment as we often have openings, so we invite you to apply expressing your preferred period for the internship.</p> |
| Required language: | Ideal candidates have a C1 English level and a C1 level in one of the following languages: Italian, Spanish, German or French. |
| Oral and written language skills | Advanced |
| IT skills | Word Excel PowerPoint Graphic Design Software |
| Other required skills | Eligible candidates must be enrolled in a university degree program or recent graduates with an Erasmus+ traineeship agreement (or any internship Agreement/scholarship). |
| Number of trainees (per period): | 2 |
| Duration in months: | 3-6 |
| Working hours / Weekly hours: | 25 hours per week |
| PLACEMENT INFORMATION & APPLICATION | |
| Application procedure / Form | Interested applicants should send their CV (in English) to europass@europass.it Short-listed candidates will then be contacted for online interviews. |
| Required documents: | CV in English |
| Type of offer: | Open-Ended |

EMPLOYER INFORMATION

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| Legal name (in national language): | KoPlac |
| Name in English: | KoPlac |
| Address: | Příkop 27/2a, 602 00 Brno, Czech Republic |
| City: | Brno |
| Country: | Czech Republic |
| Website: | www.koplac.cz |
| Number of employees: | Under 250 employees |
| Phone: | +420 739 027 166 |
| Email: | erasmus@koplac.cz |

PLACEMENT INFORMATION & CONDITIONS

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| Study level: | BA or MA |
| Internship description: | Translator and Marketing Assistant for Slovak native speakers *Translate Webpage content from English to Polish *Create tourists-related content on platform outdooractive.com *Analyzing Polish Tourism Industry and Market to implement innovations *Building sales and marketing strategies for the company's products for the Polish market *Design and implement targeted marketing strategies *First touch with customers (B2B), getting feedback, practicing skills in sales |
| Required language: | English |
| Oral and written language skills | Advanced |
| IT skills | Word Excel PowerPoint |
| Number of trainees (per period): | 5 |
| Duration in months: | At least 2 months |
| Working hours / Weekly hours: | 40 |

PLACEMENT INFORMATION & APPLICATION

| Application procedure / Form | https://forms.gle/JUBeuKxuhCzhCLNw7 |
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| Required documents: | CV |
| Type of offer: | Open-Ended |

EMPLOYER INFORMATION

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| Legal name (in national language): | Instituto Politécnico de Tomar |
| Name in English: | Polytechnic Institute of Tomar |
| Address: | AVENIDA DOUTOR CÂNDIDO MADUREIRA 13 TOMAR 2300- 531 |
| City: | Tomar, Santarem |
| Country: | Portugal |
| Website: | https://www.ipt.pt/ |
| Number of employees: | 200-500 |
| Phone: | +351 249 346363 |
| Email: | gri@ipt.pt |

PLACEMENT INFORMATION & CONDITIONS

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| Study level: | BA or MA |
| Internship description: | <ul style="list-style-type: none"> • Update information on the IRO website • Statistical analysis of student and staff mobilities data • Management of incoming and outgoing mobilities (students and staff) • Facilitate the arrival of new students (pre-arrival information and advice) • Support the organization of international events (welcome meetings, blended intensive programmes, staff weeks, Erasmus days) • Support international visitors before and during their stay • Communication activities (taking photos and videos, writing social media posts, gathering information for website articles) • Knowledge of Portuguese (appreciated) • Accommodations at our student's residence • The applicant is expected to benefit from the Erasmus + Internship Grant awarded by the sending university. |
| Required language: | English |
| Oral and written language skills | Advanced |
| IT skills | Microsoft Office |
| Duration in months: | At least 2 months |

PLACEMENT INFORMATION & APPLICATION

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| Application procedure / Form | Send your CV to: gri@ipt.pt with the reference: "application to IRO internship" |
| Required documents: | CV |

EMPLOYER INFORMATION

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| Legal name (in national language): | Altınbaş Üniversitesi |
| Name in English: | Altınbaş University |
| Address: | Mahmutbey Mahallesi, Dilmenler Caddesi Mahmutbey Yerleşkesi No:26, 34218 Bağcılar/İstanbul |
| City: | İstanbul |
| Country: | Turkey |
| Website: | https://international.altinbas.edu.tr/en/ |
| Phone: | +90 (212) 604 01 00 |
| Email: | alessia.chiurazzi@altinbas.edu.tr / erasmus@altinbas.edu.tr |

PLACEMENT INFORMATION & CONDITIONS

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| Study level: | BA or MA |
| Internship description: | <p>We are looking for an intern to join Erasmus and Internationalization Office . The placement should be at least 3 months with a maximum duration of 6 months. The internship should start in the beginning of February.</p> <p>If you would like to;</p> <ul style="list-style-type: none">• Gain job experience in a Higher Education Organisation• Develop your language, IT, communications and organisational skills• Be part of international and professional team• Live in a multicultural and historically city like Istanbul <p>And you have;</p> <ul style="list-style-type: none">• Good knowledge of English (B2+)• Good knowledge of the Erasmus+ Program in general• Good communication skills• Teamwork skills• Basic knowledge of Microsoft Office• Interest in the fields of International Relations and Education <p>Job description:</p> |

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| | <ul style="list-style-type: none"> • Helping with the application and admission procedures for exchange and Altınbaş students. • Preparing data and updating Excel tabels. • Maintaining the office environment through inventory and other administrative tasks. • Assisting the events operation of international programs and summer school. • Supporting outgoing and incoming students during application periods and exchange preparations. • Assisting in marketing study abroad programs by using and developing new approaches to attract more students, both incoming and outgoing. • Updating web pages. <p>The position is unpaid. The student can receive the Erasmus grant from their home Univeristy.</p> |
| Required language: | English |
| Oral and written language skills | (B2+) |
| IT skills | Basic knowledge of Microsoft Office |
| Additional requirements: | English- Advanced, Turkish- Intermediate (not mandatory, but preferred) |
| Duration in months: | 3-6 months |
| Working hours: | Monday- Friday, 9.30- 5.30 pm |
| PLACEMENT INFORMATION & APPLICATION | |
| Application procedure / Form | Via email to alessia.chiurazzi@altinbas.edu.tr |
| Required documents: | Short motivation and CV |
| Type of offer: | One-Time (deadline 1 Jan, 2025) |

EMPLOYER INFORMATION

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| Legal name (in national language): | Training Experience |
| Name in English: | Training Experience |
| Address: | Avenida del Primat Reig, 111 |
| City: | Valencia |
| Country: | Spain |
| Website: | https://www.trainingexperience.org/ |
| Number of employees: | 15 |
| Phone: | +34 645404591 |
| Email: | internship@trainingexperience.org |

PLACEMENT INFORMATION & CONDITIONS

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| Study level: | BA |
| Internship description: | <p>The company has over 30 years of experience. It specializes in advertising, marketing, audiovisual production and event planning. It has emerged as one of the most promising Spanish companies in its sector by offering a diverse range of services to its clients and enhancing the potential of their products.</p> <p>DESCRIPTION:</p> <ul style="list-style-type: none"> - Experience working with Excel and PowerPoint - Ability to work autonomously - Flexibility - Skills and potential to help with marketing communication and social media channels (content creation, coordination). - Basic knowledge of Canva - Proactive and communicative person with social skills for public work: event management, fairs and conventions. - Ability to work under pressure - Passionate about photography - Illustrator and video editing skills <p>NO FINANCIAL CONTRIBUTION (aimed at Erasmus Students)</p> <p>TASKS:</p> <ul style="list-style-type: none"> - Apply business development and marketing strategies in order to attract new clients - Event management assistance at local, national and/or |

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| | <p>international level</p> <ul style="list-style-type: none"> - Devising, writing and producing new materials, including audio and visual resources - Generating and optimizing web content - Employ marketing analytics techniques to gather important data (social media, web analytics, rankings etc.): Google AdWords, Facebook and other online advertising channels. - Development of digital marketing strategies - Organize and oversee advertising/communication campaigns at social media - Create and manage visual content for website, apps, e-mail, layouts, banners, etc. - Developing new design concepts, graphics and layouts - Contribute to designing visually compelling assets for relevant marketing channels such as email marketing, website, social, advertising, affiliate, and other brand materials |
| Required language: | English (at least B2) and Spanish (at least B2) |
| Oral and written language skills | Advanced |
| IT skills | Power Point Graphic Design Software Google AdWords |
| Number of trainees (per period): | 2 |
| Duration in months: | 6 months |
| Working hours: | 20 hours per week |
| PLACEMENT INFORMATION & APPLICATION | |
| Application procedure / Form | Students that are interest in this offer, they will need to send their Curriculum vitae to our email: internship@trainingexperience.org or, they can register on our platform: https://www.trainingexperience.org/ |
| Required documents: | CV |
| Type of offer: | One-Time (12/31/2024) |