

Internship Placements for Barcelona 2019

Title	Project Management Intern
Location	Remote with occasional face-to-face meetings
Task	Project management assistance including community promotion, and partnership development
Description	Assist with the program development/import of a new educational technology program in Barcelona. Outputs could include Gantt Charts, client management database, communication templates.
Desired Profile	Outgoing, good presence, confident, well organized, excellent written communication.
Skills/tools	<ul style="list-style-type: none"> - Client Relationship Management software - Gantt chart software - Team collaboration software
Language	Project management will be in English. Communication templates will be generated in English and Spanish

Title	Communications / Social Media Marketing Intern
Task	Develop marketing content for communications strategy for social media in Spain. This will be done integrated with the USA Technovation Challenge and Technovation Challenge Regional Ambassadors in Spain.
Description	<p>Assist the Master Educator in development of pedagogical and organizational tools for participating teams in Spain.</p> <p>Experience with various social media platforms. Any experience with social media scheduling dashboards would be great.</p> <p>Outputs could include posting content and posting</p>

	calendar
Language	Spanish (Catalan would be a great plus)

Title	Accounting Intern
Task	Company accounting
Description	<p>Company accounting (invoices, collections, payments, incidents, bank reconciliation, etc.)</p> <p>Weekly reports on the financial status of the company (Cash Flow, margins and collection portfolio)</p> <p>Direct contact with the CFO in the presentation of results</p>
Language	English & Spanish (beginner level)

Title	Marketing Intern
Task	Monitoring and development of new products and services.
Description	<p>Market analysis</p> <p>Relations with external suppliers</p> <p>Search for new partners and networking</p> <p>Creation of promotional campaigns</p> <p>Organization and monitoring of events</p> <p>Analysis of costs and predictions</p>
Language	English & Spanish (intermediate or advanced level)

Title	Sports management and marketing Intern
Task	Team work with management staff to run and develop sports events
Description	<p>Market analysis</p> <p>Search for sponsorship</p> <p>Work in teams to run already existing events</p> <p>Help create and develop water polo stays in Barcelona in combination with academic program</p> <p>*Preference: students who practice sports, especially water polo or water sports</p>
Language	English & Spanish (beginner level, although not required)

Title	Audiovisual communication & Social media Intern
Task	Assist the manager in tasks related to communication and the social media
Description	<p>Design and film short videos on water sports</p> <p>Work with social media platforms</p> <p>Assist in interviews with water polo players and amateur water sports players</p> <p>Assist the manager in the organization of water sports events</p> <p>*Preference: students who practice sports, especially water polo or water sports</p>
Language	English & Spanish (beginner level)

Title	Marketing Intern
Description	<p>Product KPI analysis</p> <p>Sales data for new product implementation meetings</p> <p>Weekly new product catalogues</p> <p>Price-fixing process of weekly new products (analysis & benchmark)</p> <p>Follow up of new product arrival together with purchasing dept + preparation of new catalogue information for sales team.</p> <p>Coordination of photo shoot production: listing of products, product delivery and meeting organization</p>
Language	Spanish & English

Title	Marketing and communication Intern
Task	Marketing & communication
Description	<p>Football and sport agency.</p> <p>Search and contact with sponsors.</p> <p>Social media</p>
Language	English & Spanish

Title	Communication and social media Intern
Task	Communication and social media
Description	Sports digital content agency

	<p>Communication and social media</p> <p>Content creator</p> <p>Branded content</p> <p>Endorsement digital</p> <p>Digital marketing</p>
Language	English & Spanish

Title	Web designer Intern
Task	Frontend developer; Backend developer; U/X, U/I designer
Description	<p>Frontend developer</p> <p>Backend developer</p> <p>U/X, U/I designer</p>
Language	English / Spanish

Title	Community manager Intern
Task	Assist the manager in tasks related to communication and the social media
Description	
Language	Spanish

Title	Technical architect / Architect
Task	Assist the manager in tasks carried out by the company's technical architects and architects
Description	<p>Preparing and presenting design proposals</p> <p>Attending meetings with clients</p> <p>Making site visits to check on progress</p> <p>Dealing with problems and proposing solutions</p>
Language	<p>Intermediate, preferably advanced, level of Spanish required</p> <p>English</p>

Title	English assistant teacher
Task	Assist English department teaching staff
Description	<p>Developing conversation skills, reading skills and writing skills with students</p> <p>Correcting written work</p> <p>Preparing teaching materials</p>
Language	<p>Intermediate level of Spanish required</p> <p>English</p>

Title	Marketing Intern
Task	Assist with the development of the D-Lab project
Description	<ul style="list-style-type: none"> • Write marketing content required for the D-Lab project • Assist the CEO and D-Lab in the development of the D-Lab project • Work with the CEO and the Senior team assisting with product research and communication • Assist with Business Development tasks when needed
Language	English. Spanish a plus.
Desired profile	Extroverted, well organized, task oriented with excellent communication skills (written and oral). Good interpersonal skills and willingness to learn.
Skills/tools	Microsoft office.