

## Internship Placements for Barcelona 2019

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

<b>Title</b>	<b>Communications / Social Media Marketing Intern</b>
<b>Task</b>	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.
<b>Description</b>	<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
<b>Language</b>	Spanish (Catalan would be a great plus)

<b>Title</b>	<b>Accounting Intern</b>
<b>Task</b>	Company accounting
<b>Description</b>	<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>
<b>Language</b>	English & Spanish (beginner level)

<b>Title</b>	<b>Marketing Intern</b>
<b>Task</b>	Monitoring and development of new products and services.
<b>Description</b>	<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>
<b>Language</b>	English & Spanish (intermediate or advanced level)

<b>Title</b>	<b>Sports management and marketing Intern</b>
<b>Task</b>	Team work with management staff to run and develop sports events
<b>Description</b>	<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>
<b>Language</b>	English & Spanish (beginner level, although not required)

<b>Title</b>	<b>Audiovisual communication &amp; Social media Intern</b>
<b>Task</b>	Assist the manager in tasks related to communication and the social media
<b>Description</b>	<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>
<b>Language</b>	English & Spanish (beginner level)

<b>Title</b>	<b>Marketing Intern</b>
<b>Description</b>	<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 &amp; 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>
<b>Language</b>	Spanish & English

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

<b>Title</b>	<b>Communication and social media Intern</b>
<b>Task</b>	Communication and social media
<b>Description</b>	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>
<b>Language</b>	English & Spanish

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

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

<b>Title</b>	<b>Technical architect / Architect</b>
<b>Task</b>	Assist the manager in tasks carried out by the company's technical architects and architects
<b>Description</b>	<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>
<b>Language</b>	<p>Intermediate, preferably advanced, level of Spanish required</p> <p>English</p>

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

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