

ERASMUS internships offer by the consortium EDUCA

CAMINO Barcelona

EMPLOYER INFORMATION	
Receiving organization (name, address)	Camino Barcelona, Calle Comte d'Urgell 78, 08011 Barcelona
Short Description of the organization/company	Spanish language school offering Spanish courses for foreign students. Camino Barcelona is a Spanish Language school, Cervantes accredited and a member of FEDELE, located in the heart of Barcelona, just 5 minutes walk from Plaza Catalunya, offering high quality Spanish courses to adult students from all over the world.
Contact	educaops@gmail.com

PLACEMENT INFORMATION	
City, State	Barcelona, Spain
Description of activities the student will be involved in	
Department / Function	
Duration	3 -9 months
Working Hours/Weekly Hours	Full time
Help with finding Accommodation or any other Contributions or help from the organization	
Other	

REQUIREMENTS	
Trainee	Student, graduate
Work areas	<ul style="list-style-type: none"> • Offers at next pages👉

Experience of our participants are found on our website www.educaops.eu

For more information don't hesitate to contact your Erasmus coordinator or Educa o.p.s.

We offer a range of different work placements for trainees, for example:

1. **Reception/Marketing assistant:** assisting with general reception, administrative and marketing duties, greeting students, answering enquiries by phone or e-mail and generally assisting the Reception Staff and Directors. The Reception/Marketing Assistant needs not only to have an excellent level of Spanish, but also a good command of English. Ability to speak other languages such as German, French, Swedish, Dutch or Italian is an advantage, although it is not essential.
2. **Business and Marketing assistant:** assisting with strategic marketing projects related to Search Engine Optimization, the creation of Google Adwords Campaigns, Google analytics, Website Usability testing and new markets analysis. In contrast to the Reception/Marketing Assistant, the Business and Marketing Assistant needs to have an excellent level of English, as well as a competent level of Spanish. Additionally, a decent understanding and knowledge of programming language is also preferable
3. **Web-Site programmer assistant :** working on developing the mobile-friendly version of our web site, working with the popular HTML framework "Bootstrap", updating the information on the web site, translating from English. No previous experience in a Spanish Language school is required. Some basic knowledge of web designing (HTML or CSS) is desirable, but not essential. Full training will be given. You will be able to learn the basics of HTML and Bootstrap, how to create and run a successful web-site, as well any other innovative project. A good level of English is required. Knowledge of other languages such as Spanish, German, Dutch or Italian would be an asset. The Web-Site programmer Assistant should be able to work in the team, professional, friendly, reliable and serious in his/her approach to work.
4. **Accounting assistant:** assisting with general administration tasks (processing bookings, contacting students, etc). Calculating and checking making sure payments, amounts on records are correct. Answering questions and providing assistance to the accountant, office managers and clients. Creating, modifying, sending, and follow up invoices, process receipt and credit control. Collect and enter data in accounting system. Taking care of incoming and outgoing emails and answering any queries regarding payments, producing follow up emails for outstanding payments. Bringing up own ideas on how to improve the accounting system. No previous experience in a Spanish Language school is required.
5. **Activities and Event Organisation assistant:** providing support to ensure successful event organising and planning of daily activities to create positive client experience. Assisting in creating and updating materials for activities department. Assisting in presenting and advertising activities for Camino students. Filming and taking pictures of the daily activities for social media and website page. Promoting the upcoming events through social media. This internship requires someone who is very friendly, sociable, attentive to detail, professional and able to work well as a team to complete the tasks necessary.
6. **Accommodation department assistant:** Responsible in assisting accommodation officer for the day-to-day management of the establishment. Constant care and support for school students regarding their accommodation. Making sure that the accommodation under your control is managed effectively and all operations are run in an efficient manner. Ensuring that high standards of service are maintained whilst making sure that all operations comply with regulations. All in all, your primary objectives will be to provide quality customer service and achieve revenue, cost-saving and profit targets. Accommodation department assistant must be a sociable and friendly person, able to work in the team, show professional attitude, serious and reliable in his/her approach to work.

Position: Work Placement Reception/Marketing Assistant

Location: Barcelona

Duration: 4 months to 9 months

Start date: Throughout the year

Financial Assistance: 300 Euros per month for students doing a work placement of **5 months or longer**.

200 Euros per month for students doing a work placement of **less than 5 months**.

Principal tasks: Assisting with reception, administrative and marketing tasks, meeting and greeting students, answering phone and e-mail enquiries and generally providing support to the Reception Staff and Directors. The school is a Spanish-speaking environment, though other languages are used to speak to clients when necessary, including English.

Training: No previous experience of working in a Spanish Language school is required. Full training will be given.

Essential Skills and Qualifications:

- A good knowledge of and practical ability to use English and Spanish
- A university degree or Higher Education
- A professional, serious and reliable approach to work
- A friendly, sociable personality, willing and able to work as part of a team and to establish excellent relationships with work colleagues and students.
- All applicants should be computer literate, familiar with common software packages, such as Word, Outlook, Access and Excel.

Working Hours: Reception/Marketing employees normally work a 40-hour week. The exact starting and finishing times vary on a daily basis.

Applications: To apply, please send a CV, plus a cover email, in Spanish, explaining why you are interested in this work placement and why you believe yourself to be a suitable candidate, to: **educaops@gmail.com**