

Internship opportunities

Version 1.0 – 15th April 2020

With Teachersrise, you'll have the opportunity to challenge yourself, learn new skills and be surrounded by smart, ambitious and motivated people. Sound appealing? Come join us!

Minimum internship period: 3 months. Ideally, 6 months.
Start date: January 2021.

We are currently offering six internship positions with our company and we encourage international applicants to join us:

Administrative support position:

- Managing enquiries and scheduling bookings
- Supporting clients and updating our customer database
- Data entry on our website and in specialised portals
- Managing “meet & greet” and arranging arrival and departure service
- Organising training venues and transfers
- Managing administrative records for training and accommodation
- Drafting written correspondence and documents
- Conducting research
- Supporting webinar administration
- Carrying out relevant administration tasks

Creative writing support position:

- Writing content for our newsletter, website, social media and brochures
- Researching topics in order to write compelling articles
- Managing high-quality multilingual translation projects
- Proofreading and editing content
- Analysing and improving our online and offline content
- Carrying out relevant administration tasks

IT support position:

- Managing data mining projects for lead generation and managing freelancers
- Parsing, versioning and merging lists and databases and ensuring GDPR compliance
- Offering technical support (system administration, coding, etc) for our website, CRM, marketing automation and lead generation
- Assisting with technical support for direct marketing activities, measuring their performance and ensuring GDPR compliance
- Web development projects to streamline administration processes
- Providing day-to-day computer, printer, technical equipment and webinar support
- Carrying out relevant administration tasks

Digital marketing support position:

- Conducting market research into funding opportunities, social networking sites and specialised platforms
- Managing the company's web presence, visual media, press content and social media presence, including development, monitoring and analysis
- Developing and managing marketing strategies to promote our brand and its services

- Developing and managing marketing strategies to create measurable lead generation
- Carrying out relevant administration tasks

Graphic design support position:

- Creating and editing digital and print promotional materials, including brochures, logos, posters, leaflets and presentations
- Taking and editing photos and videos
- Participating in team meetings and offering creative ideas and input
- Carrying out relevant administration tasks

EU project management support position:

- Assisting to prepare meetings, trainings and workshops
- Drafting and developing new project applications, with the assistance of the team
- Managing EU-funded projects, with the assistance of the team
- Researching, writing and editing reports, publication and briefings related to EU projects
- Participating in meetings and conferences
- Deliver webinars about Erasmus+ funding as required
- Carrying out relevant administration tasks

To apply for this internship, please send your CV and cover letter to **info@teachersrise.eu** and explain why you would like to join us.