

Elcano School S.L
Calle Bazán 20, Local 25
03001 Alicante,
España

To whom it may concern:

Elcano Spanish School warmly greets you and informs you that we have started the internship program for foreign and national students who wish to join our team. We offer 4 vacancies in three different areas:

- Marketing area -> 1 Marketing and public relations position
- Administration area -> 1 Administration position
- Teaching area -> 2 Spanish teacher positions

We are a language school based in Alicante city centre. We have more than 10 years' experience teaching Spanish as a foreign language through different courses: Intensive Courses, Language Immersion Programs, private lessons, DELE exam preparation, etc. In addition, the school develops a variety of services, such as accommodation, transfers, activities and day trips, pastoral care ...

For more information about the school, you can visit our webpage: <https://escuela-elcano.com/> or contact us by email: internship@escuela-elcano.com

Regards,

Escuela Elcano

VACANCIES

Area: Marketing

Position: Marketing and public relations

Vacancies	1
Minimum experience required	Not necessary but valued
Description and tasks	<p>The intern will join the marketing department of the school. Tasks:</p> <ol style="list-style-type: none"> 1. Support and help the head of marketing in daily tasks. 2. Marketing research and strategies. 3. The intern will be translating documents, answering emails, telephone calls and other administration tasks. 4. Social Media. 5. Support in activities of the school 6. Work as part of a team
Length	<p>Minimum 4 months. From 15th February 2021</p>
Comments	<p>Knowledge in marketing online will be valued.</p> <p>Level of Spanish: Intermediate/advanced Level of English: Advanced Other languages: Valued</p> <p>Must be positive, hardworking, well organized and motivated.</p> <p>Computer skills: Office</p>

Area: Administration

Position: Administrative

Vacancies	1
Minimum experience required	Not necessary but valued
Description and tasks	<p>The intern will join the administration department of the school. Tasks:</p> <ol style="list-style-type: none"> 1. Support and help the head of administration in daily tasks. 2. Customer service 3. Accounting 4. Database management 5. Support in activities of the school 6. Work as part of a team
Length	<p>Minimum 4 months. From 15th February 2021</p>
Comments	<p>Knowledge in administration skills will be valued.</p> <p>Level of Spanish: Intermediate/advanced Level of English: Advanced Other languages: Valued</p> <p>Must be positive, hardworking, well organized and motivated.</p> <p>Computer skills: Office</p>

Area: Teaching

Position: Spanish Teacher

Vacancies	2
Minimum experience required	Not necessary but valued
Description and tasks	<p>The intern will join the teaching department. Tasks:</p> <ul style="list-style-type: none"> - Support the teacher in classes; - make new activities inside and outside of the school - Plan and device classes - One-on One Support and Group Support - Work as part of a team.
Length	<p>Minimum 4 months.</p> <p>From 15th February 2021</p>
Comments	<p>Level of Spanish: Advanced</p> <p>Level of English: Advanced</p> <p>Other languages: Valued</p> <p>We are looking for an intern with Spanish teaching skills, initiative, interest, a sense of teamwork, responsibility, and a good presence.</p> <p>Computer skills: Office.</p>