

Job Description: Third Sector International (3SI)

Job title: Business Development Assistant

Start Month: September 2020

Duration: 3 months

Website: www.3si.com

Location:

C/ Leonardo da Vinci, 18

Planta 5ª, Módulo 4

41092, Sevilla

Company Description:

3Si is a vocational training and research centre supporting youth employment in the community. Our mission is to help young people gain employment in a demanding labour market. We have over eight years of experience and continue to develop our networks both in the south of Spain and across Europe.

Role Description:

The successful candidate will be assisting with the business development activities related to 3Si. The intern will also support current projects and database management under the supervision of the 3Si project coordinator and will also assist with work. The participant will carry out research into potential new funding opportunities and contacting future project partners, general administrative activities within the office to assist with project management, assistance with web content updates, social media, and market research.

Required Applicant Profile:

- Must be educated to degree level, preferably in Business, Marketing or another relevant subject
- Spanish and other languages will be beneficial
- Ideal for someone who wants to gain knowledge of business development, marketing, project administration and market research