



Internship Opportunity at International Policy Group

POSITION SUMMARY

The Barcelona offices of International Policy Group (IPG) would like to invite second-year students of Spanish to apply for a **six-month work placement** commencing in **September 2019**.

IPG is a **public affairs consultancy firm** which brings business and government together; this in turn creates positive relationships that encourage economic growth. IPG works with a wide range of corporations and government bodies, recently working on projects with the likes of **TomTom Telematics, Reckitt Benckiser (RB)** and **Abertis**, and acting as Secretariat for the **All Party Parliamentary Group for Spain (APPG)**, which is made up of members of both Houses of Parliament.

The work encompasses a wide range of roles from assisting with marketing, events and project management, to translating key documents into Spanish and English. IPG's students have actively participated in a number of projects, working with both big name businesses and smaller firms. By the end of the placement you will have gained experience in many different areas, as well as improving your written and oral skills in Spanish.

REQUIREMENTS

- Second year of BA Spanish Degree.
- High level of written and spoken Spanish and interpersonal communication skills.
- Applicants do not need to have prior experience in the public affairs industry.
- Proficiency with the Microsoft Office Suite of tools including Excel, PowerPoint and Word.

MINIMUM QUALIFICATIONS

- Ability to problem-solve individually and in a group setting.
- Ability to shift priorities while maintaining a high degree of organization and control.
- Proactive and wanting to learn.

TASKS AND RESPONSIBILITIES

Principal Tasks:

- Responsible for external communications with key stakeholders e.g. drafting letters and emails to politicians, diplomats etc.
- To develop IPG contacts relevant for public affairs and add these to a database.
- To carry out research, as and when necessary, on topical issues in order to write briefings, speeches, policy discussion papers and reports for IPG.



INTERNATIONAL POLICY GROUP

BRINGING GOVERNMENT AND BUSINESS TOGETHER

- To effectively manage social media to gain further name recognition and promote IPG, and to act as its Press Office, especially for high profile government events.
- To explore and secure alternative sources of funding such as grants, as well as manage sponsorship campaigns to fund events and further the main aims of IPG.
- To ensure that IPG receives payment of all outstanding invoices (pendientes) through consulting and regularly updating the excel document of pending invoices and chasing up debtors.

Day-to-Day Office Tasks:

- Answer the telephone
- Respond to e-mails
- Deal with visits to the office
- File documents
- Translate documents
- Arrange business trips and meetings

APPLICATION PROCESS

During the application process, students will be expected to participate in an **interview via Skype** and will be required to speak Spanish as part of their interview.

In order to apply, please prepare a **CV and a Cover Letter in both English and Spanish** explaining why you would like to complete an internship at IPG by no later than **Tuesday 8th January 2019**. To send your application, or for any further information, please do not hesitate to contact Katharine Hurwitz (khurwitz@intpolgroup.com).