

Bloom Consulting

Countries, Regions and Cities

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**Internship position – Media and Communications
Manager**

Madrid, 2015

Media and Communications Manager Internship

About Bloom Consulting

Bloom Consulting is an international consulting company, with headquarters based in Madrid, Spain. Bloom Consulting's expertise lies in country branding and the development of strategies for countries and cities. We have been interviewed by the Economist and Forbes Magazine, and have been categorized as one of the key global players in this matter. We work hand in hand with many governments, as can be attested by our work with the Latvian, Spanish, Brazilian, and other governments. For more information see www.bloom-consulting.com.

To support our team in **Madrid, Spain**, we are looking for a **Media and Communications Manager Intern** for 3-6 months. The Media Manager should be a bachelor or master student (or recently graduated) with a PR, Journalism, Media or Communications degree background.

The position typically includes

- Monitoring and updating social media communication networks
- Project management, process implementation and follow up; involvement in media and social media strategy development
- Evaluating the effectiveness of media and social media campaigns, including the preparation of weekly status reports and monthly project reviews
- Preparing, maintaining and administrating social media documents
- Establish and maintain productive relationships with relevant media in order to promote specific Bloom Consulting projects, this includes: media planning on proactive and reactive stories, and research on promoted topics
- Produce internal and external documents and distribute press kits
- Manage daily monitoring of press coverage

What we expect

- Native level at speaking, reading and writing in English; wholesome creative writing skills
- In depth knowledge and understanding of media communication and social media platforms
- Networking and relationship building skills
- Organizational skills and with a proven ability to meet deadlines and give attention to detail
- Ability to work in a team and also individually
- A good working knowledge of Microsoft Word, Excel and PowerPoint
- Ability to take the initiative and proactive approach; accountability, creativity and enthusiasm

What we offer

- Personal and professional development plan – we offer a personal Intern Development Plan for every intern to develop hard skills and soft skills with several evaluation meetings during the course of the internship
- Top Management Involvement – we provide a chance for our interns to face a real challenge and work directly with senior management, interns actively participate on the front line of projects and are given a lot of responsibility
- International Environment – during the internship you will work with people from different cultural backgrounds and have the opportunity to enlarge your international network
- Personal Recommendations – top performing interns get personal recommendations from senior management, every intern receives an internship certificate describing the tasks and achievements

Please note

- Interns are required to have a valid health insurance for the duration of the internship
- Interns need to bring their own laptop with Microsoft office programs (Excel, Word, and PowerPoint)
- The internship is not remunerated

How to apply

Send an email to hr@bloom-consulting.com with an English **CV** and **Cover Letter** attached.