

# London Summer Program Coordinator

Ready for the best summer of your life where you can make a difference in people's lives every day, and help open the world by inspiring other students to dream big?

**Absolute Internship is an award-winning, leading global provider of international internship programs for university students.** We are frequently featured on world leading publications such as Forbes, The New York Times, BBC News, Bloomberg and many more as an industry leading program.

We inspire students by matching them with top companies in elite cities such as Beijing, Hong Kong, London, Madrid, Shanghai and Singapore. With our business expanding in every part of the world, we are always looking for enthusiastic self-starters ready to make a difference to join our global team.

We love exceeding goals, we love speed, and we are dream chasers. We love what we do: helping students find inspiration from an international experience that is relevant, and to ultimately change their lives. People who thrive with us are comfortable working in a creative, flexible, fast-paced and innovative environment. We never stop pushing the boundaries of what we can do and where we want to go.

Our vision is to become the world's most relevant international internship program.

If you identify yourself with us, we would love to hear from you.

## **The Opportunity**

The London Program Coordinator serves in multiple roles throughout the Summer from marketing-, to resident advising to event planning. In essence, the role of the Program Coordinator is to work as the primary point of contact for all communication between our students and Absolute Internship in London. There are currently six global locations for internship programs. The London program runs from **June 3rd to August 25th, 2016.**

## **Main Tasks and Responsibilities include but are not limited to:**

- Plan, execute and supervise program events and program logistics for students attending the London Internship Program with given budget together with the Operations Team
- Act as a role model for participants by conducting yourself in a mature, responsible, professional throughout the program time
- Lead and support in the areas of customer service, resident advising, marketing and promotions, community building, and event planning and execution
- Pre-scout venues and event planning
- Photographing the program and video footage of the program
- Collect marketing material such as photos and videos from students
- Be "on call" 24/7 in case of any and all emergencies
- Go on "company site visits" to document the internship experience
- Collect media (photos and videos) from participants at the end of the program

### **Who are you?**

- You are available full-time for 3 months from June to August (12 weeks)
- You have a passion for our mission
- You have a passion for international experiences with a global mindset
- You are an absolute social influencer since birth
- You are self-motivated and hard working
- You have an outgoing lifestyle and social life
- You have studied or interned abroad
- You are extremely organized, detail-oriented, responsible and affable
- You are calm, have effective communication skills and a professional manner
- You are social media savvy and a strong sense for Customer Service

### **Work Environment:**

This job is based in London and Absolute Internship will **not** sponsor any Visa Applications. As such all applicants must have right to work in London. Also, interviews will be conducted in London; applicants will be expected to attend at own expense.

### **Compensation and Benefits:**

- Work for an award-winning and fast-growing company
- Work experience in an international environment with people from all around the world who love to travel
- Base salary
- Networking opportunities and great career prospects through our global offices for a full-time role

### **Application Instructions:**

Please send an email to Aurélie at aurelie (at) absoluteinternship.com with your CV and cover letter clearly indicating why you are our next London Program Coordinator by **12 pm April 15, 2016**.

Linkedin: <https://www.linkedin.com/jobs2/view/111597725?trk=biz-overview-job-post>