

## **IBA Institute Internship – “Limitless Seeker”**

Duration:  
6 months and more

Type of internship:  
Paid program (commissions)

In brief:  
Event management organization and participation

Available to:  
Undergraduate and graduate students. The candidate must be majoring in marketing, management, event management, communications, public relations or education.

Description:  
The intern:

- Searches and uses of various events promotion channels.
- Event management assistance.
- Communication with potential lecturers, events participants, etc.

Position title:  
**Event management assistant**

Working hours per week:  
Min. 8 hours

Global requirements:

- Communication skills
- Teamwork and collaboration
- Problem-solving skills
- Personal time management skills
- Interpersonal effectiveness
- Computer/technical literacy
- Initiative
- Learning skills
- Adaptability
- Research and Analysis skills
- English - native or bilingual proficiency

Key skills:

- Excellent communication skills.
- Previous participation in event management is an advantage.

### **Interns benefits**

- Initial experience in the field that interests the interns professionally.
- Teamwork at an international level.
- Acquiring experience in a multicultural environment.
- Initial training for the selected position – 3 hours with professional of the team.
- During the internship, all interns are supervised by a professional in the field.
- Opportunity to practice communication and teamwork skills.
- Provide evidence that you have initiative, are reliable, and have a sense of responsibility
- Apply some of the ideas learned in school and provide a bridge between school and the professional world.
- Meet new people and practice networking skills while establishing a network of professional contacts, mentors, and references.
- Create an advantage over other job or graduate school applicants.
- Potential for a full time job offer at the end of the internship based on your performance.

Application details:  
First stage: CV and Cover letter  
Second stage: Interview

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