

Name of Company: Anda CoWork

Job Title: Marketing and Events Assistant

Location: Av. de Andalucía, 5, Centro, 18014 Granada

Website: www.andacowork.com

Duration: 3 months

Company Description:

Anda CoWork is a space for collaboration, serendipity, people, located in the centre of Granada, which offers its community flexible work spaces and facilities, networking opportunities, events, always in a familiar and motivating environment to develop their work.

Our core values are: Respect; Quality; Entrepreneurship; Transparency; Sustainability; and the Spirit of Sharing. You can find out more about us here:

<https://www.andacowork.com/en/about-us-andacowork/>

Role Description

During this 3-month Erasmus+ placement as a Marketing and Events Assistant at Anda CoWork, the participant will be able to engage in the following tasks and activities:

- Creating and scheduling content for social media, social networks, blogs and web
- Promotion and organization of events
- Promoting the company's image via social media and in print/visual marketing via advertising and public relations campaigns
- Communication management
- Training in digital marketing, new technologies and social media marketing, sales and advertising

Required Applicant Profile

- Background in one or more of the following: marketing & communications; event management; social media/web publishing
- Skills and experience in photography and creating short films for social media
- Track record of engaging audiences via social media (this can be via either professional or personal accounts)
- Excellent writing, editing, grammar and proofreading skills
- Good general interpersonal and communication skills
- Spanish language skills are useful but not necessary