

Full-time internship position: **Marketing Assistant Intern** Riga, Latvia (remote, hybrid)

Job detail

Internship: Full time / Remote or hybrid / 3-12 months.

Start date: To be consulted with the HR Manager

About Bloom Consulting

Bloom Consulting is a global consulting firm specializing in Nation and Place Branding, working for countries, regions, and cities across six continents since 2003. From our headquarters in Madrid and offices in Lisbon, London, Paris and Riyadh, we provide countries, regions and cities with a wide range of innovative services: Nation and Place Branding, Place Analytics, Tourism Development and the Bloom Consulting Academy. www.bloom-consulting.com

Internship Description

We are seeking to recruit a **Marketing Assistant Intern** to join our company for a curricular internship. The primary role of the Marketing Assistant intern is to provide assistance and support to the internship supervisor, Bloom Consulting Chief Marketing Officer (CMO), in a wide range of marketing projects and tasks. The internship working model can be adapted to the needs and preferences of the intern - **remote or hybrid**.

Your tasks may include the following:

- **Copywriting** or proofreading texts for Bloom Consulting social media, blog, website, press releases, research, client project materials/presentations etc.
- **Preparing marketing content** (photo, video, animations, audio).
- Media and social media monitoring, planning, research, and analyses.
- Managing and updating social media channels.
- PR and communication with journalists and partners.
- Involvement in marketing strategy and action plan development.
- Involvement in preparing marketing reports and or analyzing results.

What do we offer?

Bloom Consulting's Internship Program has been in place since 2010. It is essential to us that you have a positive experience while working with us:

- Professional Development.
- Personal Development.
- Career Development/exposure to a global environment.
- Mentorship and Guidance.
- Work hybrid, or remote. Flexibility.

What you will need to succeed

Key qualifications:

- **Native English speaker.**
- **Bachelor or Master** in Marketing, Business, Journalism, or similar.
- Wholesome creative writing skills.
- In-depth knowledge and understanding of media communication and social media platforms.
- Professional attitude, accountability, enthusiasm, and willingness to work hard.
- Excellent communication and organizational skills.
- A proven ability to meet deadlines and pay attention to detail.
- Ability to take the initiative and proactive approach.
- Good working knowledge of Microsoft Office Word, Excel, and PowerPoint.
- Special marketing skills or tools/software knowledge (for example, graphical design, Photoshop, video creation or editing etc.) may be a plus.
- Previous experience may be a plus, but it is not mandatory.

Requirements:

- The general requirement for all interns is to have a **university internship agreement** with Bloom Consulting (an agreement provided by your university or an internship program such as Erasmus+).
- Valid EHIC health insurance coverage for the full duration of the internship (applicable only to non-Latvian citizens).
- Laptop with Microsoft Office programs (Excel, Word, PowerPoint) and internet access (in case of a hybrid, or remote working model).
- **This internship is unpaid.**
- The minimum duration of the internship is 3 months.

How to apply

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

Hiring Process

Our recruitment process is designed to ensure a strong match between you and Bloom Consulting. Each step has a purpose: to help us learn more about your skills and potential, while giving you the opportunity to understand our culture and the position in depth.

CV Analysis

The first step is a thorough review of your CV. We analyze your academic and professional background to determine how your skills and experience align with the requirements of the role.

1st Interview: Introduction with the current HR Manager Intern

If your CV meets our expectations; the next step is a one-on-one video call with our current HR Manager Intern. This interview is an opportunity for us to get to know you better - your background, career aspirations, and motivation for applying. At the same time, it's your chance to ask questions.

2nd Interview: Deep Dive with the Intern's Mentor

Candidates who advance will participate in a second interview with the Intern's Mentor. This conversation goes deeper into the responsibilities of the role and the challenges you may face. Arita will also explore how your expertise aligns with the company's strategic goals and overall vision.

Welcome Aboard!

If you successfully complete the process and receive an offer, congratulations - you're about to start your journey with Bloom Consulting! We'll ensure a smooth onboarding process to help you settle into the team, feel welcome, and begin contributing from day one.

Join us in Riga and gain hands-on marketing experience in a global consulting environment!

