



# ESPA

## Event Management Internship (remote working)

(COUEM2701)

[Apply here](#)

### Start date

As soon as possible

### Duration

6 months

### Languages

Good spoken and written English levels are required (B2 onwards)

### Location

Remote

### Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

### Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

## Role

This is an outstanding opportunity for a proactive individual, to gain practical experience in event management, within this highly successful organisation specialising in spend management solutions. Mentored throughout, you will be given responsibility to use your excellent organisational and communication skills to assist in the setup, marketing and running of important global customer events. This experience is a great opportunity for both personal and professional development as well as being an invaluable addition to your CV.

## Tasks

- Collaborate with the Community Experience Team to plan, produce and execute global customer events
- Create event web pages through [Bizzabo](#)
- Schedule customer emails through [Marketo](#)
- Manage and pull event invite list from [Salesforce](#)
- Report and update event metrics data
- Support live virtual customer events in region
- Become an operations specialist

## Desired Skills

- Studying for a degree in Marketing, Event Management or other relevant
- Self-starter who is comfortable working as part of a global team
- Some experience or knowledge of creating landing pages, scheduling email campaigns. It would be a bonus if you have worked with any of the platforms mentioned above
- Good management skills and self-disciplined
- Event management experience a positive advantage

## The Host Company

The host company is a world leader in the provision of unified cloud Spend Management Solutions for medium and large size enterprises that typically operate on a global scale. The software platform provides greater visibility into, and control over, how companies spend money, achieving significant savings and driving profitability. Since its launch, this platform has helped customers globally to bring billions of dollars in cumulative spend under management. Expanding rapidly, now with 3200 staff globally, this host is seeking talented individuals to join them in their success. Long term career opportunities are available to the right individuals.