BeFluent

Business/Communications Internship

We at BeFluent are a young, up and coming company, registered in the US, offering two main lines of business: Language-teaching via Skype and Corporate Translations (English/Spanish). This type of internship is aimed mostly at International Business and Communication students, as well as Spanish students who have a competitive, entrepreneurial spirit.

If selected, you will not be working in a cubicle getting lost among hundreds of other employees. This is for someone who wants to get the most hands-on experience possible, likely someone who has aspirations of trying their hand at entrepreneurship.

Therefore we are seeking a motivated intern for the following tasks:

- Market research of small and medium sized companies, looking for language instruction or translation opportunities.
- Identify new market segments in other parts of the world (e.g. Asia, Latin America).
- Community management of our FB and Linkedin pages (innovative and creative ads + newsletter).
- Participate in client pitches and meetings if needed.
- Assist partners in drafting client presentations and email correspondence.
- Aiding in the production of marketing material.
- Other tasks as required.
- Possibility of teaching a class in their native language and participating in translation tasks, in order to familiarize themselves with our products.

Desired skills

- Able to work independently
- Good communicator
- Bilingual or native level of English, written and spoken (Knowledge of additional languages is highly desired)
- Organized

The candidate must manage their time well, as he/she will be working independently and remotely most of the time, with deliverables to be met on a weekly basis.

Duration: 3-6 months

To apply, please send your resume to jake@befluentonline.com or luciano@befluentonline.com