



Internship in Tourism/Hospitality at Language School (Dominican Republic)



Instituto Intercultural del Caribe

you

- ★ like to work with people and want to gain (more) intercultural experience?
- ★ want to learn more about the management and distribution processes in a medium-sized tourism enterprise?
- ★ are looking for an ambitious internship with plenty of space for your ideas and personal development?

Then you found it!

We, Instituto Intercultural del Caribe (IIC), are looking for a new intern (m/f) as student care for our language school in Sosua in the Dominican Republic. The internship is from **1 September 2018 until 1 March 2019**.

Instituto Intercultural del Caribe (IIC) is part of the German-Dominican Language and Culture Institute EDASE S.R.L., founded in 1994. With its two schools in Santo Domingo and in Sosua, IIC is one of the largest institutions in the Dominican Republic offering Spanish as a Second Language. The Institute is a privately owned and independent enterprise under German management; the staff (about 25 employees) is composed of Dominicans, Europeans, and Americans. In addition to Spanish, IIC offers as well German and English classes through Casa Goethe, the German Department of the Institute. Furthermore, the Institute offers up to 30 school-owned accommodation possibilities.

The tasks are:

- Complete guest service and customer relationship management (on site, via e-marketing/social media support)
- Planning, budgeting, and sales of the Institute's excursions (beach tour, city tour, cascading, scuba diving...)
- Organization and implementation of all leisure time activities (BBQ, intercultural exchange, sports activities...)
- Development of new leisure time activities incl. negotiation with local service providers & accounting
- Administrative support of the IIC office and Marketing & Sales team (resource planning, market research, social media, PoS measures) and development, planning, and organization of small sales projects
- Organization, accounting, and accompaniment of airport transfers with local partners

The requirements are:

- Responsible, sociable, and proactively working
- Strong self-motivation and organization skills
- English and Spanish language skills (German a plus)
- Experienced in common computer programs (Windows Office) and social media-tools

We offer:

- Working in a young, highly motivated team within a personal atmosphere and Caribbean environment
- A monthly internship grant (RD\$ 10,000.-) plus profit-sharing on activities & excursions
- Support in finding accommodation during internship
- Free breakfast at the school on class days
- at interest: 2-week Spanish group course prior to start

Please send your application including CV and cover letter to Mr. Victoriano Perez - jobs@iic-spanish.com
We are excited to know more about you and look forward to hearing from you!

Instituto Intercultural del Caribe (IIC) / Casa Goethe

- Email: info@iic-spanish.com ▪ Internet: www.iic-spanish.com ▪ Social Media (Youtube, Facebook etc.): "IIC Spanish School"
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