



Community Marketing Administrator - internship

Would you like to get interesting experience in the area of community & event management within IT? Apply for this exciting internship in Kiwi.com - one of the most exciting Czech companies with a globally successful product!

What would you do

- Increase unprompted awareness of Kiwi.com as one of the best technological employers in the region (PR of technological events; research of entities teaching programming and setting up relationships with them; social media presence of the IT community behind Kiwi.com...)
- Administration of events (communication with speakers; screening of attendees; managing smaller events...)
- Watching over technological events (updating internal calendar of public IT events; setting up relationships with organisers; supporting with relevant assistance...)
- Creating a knowledge base (options of sponsoring conferences; external venues and vendors available for our events; speakers of conferences to invite and stay in touch...)

We want you to have

- Genuine interest and proven experience with online marketing
- Advanced English (mainly written)
- Great communication skills
- Attention to details
- Ability to work independently, organize your own work and come up and implement your own ideas to meet the goals

Advantage:

- Experience with event management & creating wiki pages
- Advanced experience with MS Excel or Google Spreadsheet
- Knowledge of another foreign language

We offer you

- Experience the unique spirit of one of the most promising Czech startup companies
- Very friendly work environment (dogs are welcome, too)
- Free refreshments (coffee, fruits, soft drinks...)

If you like what you are reading, let us know that by sending your CV to **Kateřina Klepková** (katerina.klepkova@kiwi.com).