



JOIN THE SPARK TEAM AS INTERN IN THE FIELD OF...

- DIGITAL MARKETING & SOCIAL MEDIA**
- INNOVATION CONSULTING & PROJECT MANAGEMENT**

We are looking forward to meeting you!



JOIN THE SPARK TEAM AS A DIGITAL MARKETING & SOCIAL MEDIA INTERN

Start: asap
Location: Zürich
Employment: 50 - 100%
Duration: 3 - 6 months

ABOUT US

In a world more volatile and complex than ever, innovation cannot just come from linear thinking and incremental changes. It needs new perspectives and bold moves. This is why Spark Works was founded. Spark Works finds its origin at EPFL and ETHZ, Switzerland's Federal Institutes of Technology, where it tackled science and engineering challenges from a human-centered point of view. As Switzerland's leading strategic innovation company, today we still put empathy at the core of our services, helping a wide range of organizations develop human-centered products and services as well as to improve their innovation capabilities.

DESCRIPTION

Spark Works is looking for an enthusiastic intern to support in the company's marketing and communication activities, creating new and engaging contents for the company. The intern will assist with various on-going communication tasks and contribute to develop, expand and maintain our marketing channels, with a focus on social media and website maintenance to increase our visibility among current and future clients. Spark Works' internship is a chance to build on existing skills and experience and to learn more about Human-Centered Design. While a suggested list of tasks can be found below, Spark Works is keen for interns to express their own interests.

YOUR RESPONSIBILITIES

- Take over the content creation for the company social media accounts (Twitter; LinkedIn), establish active presence and engage with influencers
- Assist in writing articles
- Monitor social channels for trending news and ideas
- Ensure Search Engine Optimisation (SEO) of content
- Understanding & monitoring social media analytics on a monthly basis, including Google Analytics, LinkedIn company stats, among others
- Track and report website statistics, most popular articles, page views per visit, etc

QUALIFICATIONS

- Undergraduate (junior or senior) or graduate student in public relations, marketing, communications, digital communication for business development
- Strong ability and talent to manage social media tools and platforms
- Knowledge in writing and editing required
- Experience with content creation is a strong asset, even if not professionally
- Passion for the marketing industry and its best practices
- Capability and self-initiative to carry out assigned tasks at a professional level
- Attention to details and strong team working capacity
- Interest in methodologies such as Human-Centred Design, Design Thinking and agile concept development
- Ability to manage a fluctuating workload
- Excellent, professional and diplomatic communication skills and willing to work in a dynamic team
- Excellent knowledge of English with fluency in speaking, reading & writing. German is a plus

WANT TO JOIN...

- A company that shapes social change, business innovation and technology applications with a Human-Centered approach
- A multidisciplinary team with flat hierarchies, characterized by passionate characters and diverse competencies
- An open and dynamic work culture based on personal initiative, teamwork, direct feedback, continuous learning and experimentation
- Exposure to diverse projects with public and private clients that span across industries and scopes
- A centrally-located, vibrant office in Zürich West close to the Limmat to go swimming in summer
- Weekly team lunches and after work beers

Apply now!

Please send us your CV and a short cover letter in PDF format to samantha@sparkworks.ch with 'Spark Works – Internship' in the subject line. In your email please indicate your desired starting date.

We are looking forward to meeting you!





INTERNSHIP IN THE FIELD OF INNOVATION CONSULTING & PROJECT MANAGEMENT

Start: asap
Location: Zürich
Employment: 80 - 100%
Duration: 6 months (possible extension)

ABOUT US

In a world more volatile and complex than ever, innovation cannot just come from linear thinking and incremental changes. It needs new perspectives and bold moves. This is why Spark Works was founded. Spark Works finds its origin at EPFL and ETHZ, Switzerland's Federal Institutes of Technology, where it tackled science and engineering challenges from a human-centered point of view. As Switzerland's leading strategic innovation company, today we still put empathy at the core of our services, helping a wide range of organizations develop human-centered products and services as well as to improve their innovation capabilities.

DESCRIPTION

Spark Works is looking for a dynamic team member to support the company's activities. In your role as intern you will assist with various on-going tasks in a variety of external and internal projects. On the first hand, you will be working closely with project leads and consultants to assist them in the execution of clients' projects and make sure that results are delivered up to high-quality standards. On the second hand, you will contribute to the company's development in the execution of key daily tasks that could range from content creation to logistic workshop's assistance and desk/field research. Spark Works' internship is a chance to build on existing skills and experience and to learn more about Human-Centered Design (HCD). While a suggested list of tasks can be found below, Spark Works is keen for interns to express their own interests and personal goals. You will be fully on-boarded as part of the official team, take part to our team building activities and expected to be contributing with your inputs, ideas and good spirit.

YOUR RESPONSIBILITIES

- Assistance in innovation workshops and management of logistical planning
- Support to project leads and consultants in the execution of project-based operational tasks
- Preparation and design of presentations and work results
- Develop new content for our marketing channels (blog posts, tweets, use cases, etc.)
- Participate in brainstorming sessions, design research and analyses
- Support the team in daily administrative tasks

QUALIFICATIONS

- Strong interest in innovation methodologies, such as Human-Centered Design (HCD), Design Thinking (DT), and agile concept development
- Minimum Bachelor Degree in Design, Marketing and/or Business related field (or equivalent experience)
- Experience with content creation and writing is a strong asset, even if not professionally
- Proficiency in computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); proficiency in Adobe Software (InDesign; Photoshop; Illustrator) is a plus
- Capability and self-initiative to carry out assigned tasks at a professional level
- Attention to details and strong team working capacity
- Respectful, culturally sensitive personality with a willingness to listen and learn
- Excellent knowledge of English with fluency in speaking, reading & writing. German is a plus

WANT TO JOIN...

- A company that shapes social change, business innovation and technology applications with a human-centered approach
- A multidisciplinary team with flat hierarchies, characterized by passionate characters and diverse competencies
- An open and dynamic work culture based on personal initiative, teamwork, direct feedback, continuous learning and experimentation
- Exposure to diverse projects with public and private clients that span across industries and scopes
- A centrally-located, vibrant office in Zürich West close to the Limmat to go swimming in summer
- Weekly team lunches and after work beers

Apply now!

Please send us your CV and a short cover letter in PDF format to samantha@sparkworks.ch with 'Spark Works – Internship' in the subject line. In your email please indicate your desired starting date.

We are looking forward to meeting you!

