



Outstanding Opportunities

Join our team

EHL Administrative Internship

From 29.01.2024
to 05.08.2024

ABOUT US

College Alpin Beau Soleil is a unique school community in the Swiss Alps: home to 300 students aged 11-18 from 50 countries around the world and offering an unparalleled educational experience. We believe it's what you do that counts, and our students take on challenges 7 days each week, in and out of the classroom, that help them develop into young people capable of taking on the world.

Curricular programmes in English and French, based around the IB Diploma, provide a foundation for academic success at universities around the world, whilst the experience of living and working with friends from all around the world sets up students as truly global citizens of the future. Everyone is an individual here, but we sum to a very special community.

OUR LOCATION

Our alpine location in the heart of Villars-sur-Ollon in Switzerland offers an enviable lifestyle with skiing on the doorstep in the winter months and a multitude of outdoor and sporting activities throughout the year. Montreux, Lausanne and Geneva are all within easy reach for cultural adventures and inspiration, but we travel across Europe and around the world too.

The Beau Soleil campus is an inspiring place to work, with facilities that are second to none. Students and staff thrive in an environment of which they are proud, and which inspires us to better things every day.



YOUR PROFILE

Are you a proactive, dedicated, and enthusiastic individual with a positive, warm personality? Do you have a flair for organisation and a strong attention to detail?

As part of your training at EHL, we offer you the opportunity to complete your administrative internship in our Marketing Department.

In this role, you'll work closely with our Summer Camp Management team and the Marketing Manager, providing invaluable support for administrative tasks.

If you're a team player who's ready to take on a wide range of responsibilities in a dynamic and international environment, we want to hear from you. Your organisational skills and warm personality will help ensure the success of our Summer Camp and Marketing efforts.



At Beau Soleil,
it's what you do
that counts.

KEY RESPONSIBILITIES

Marketing:

- Create and schedule engaging social media posts and handle community management.
- Support email marketing campaigns from creation to send out.
- Assist our content creator by coordinating photo shoots and checking attendance.
- Play a key role in organising school events, managing logistics, promotional materials, and attendee communications.
- Support general marketing tasks including website content and yearbook production.

Admissions:

- Contribute to campus tours and support events like Parent/Teacher meetings and Graduation.

Summer Camp:

Before the Summer Camp begins:

- Assist with camper enrollment and collecting necessary forms.
- Maintain and update camper and staff databases.
- Help with onboarding camp staff and organising staff training.
- Work on camp schedules, ensuring activities and staffing are well-organized.
- Provide general administrative support for the summer camp's leadership team.

During the Summer Camp:

- Be part of the administrative team for 50 monitors and 230 campers.
- Continue providing general administrative support to camp leadership.
- Coordinate with local providers for camp activities.
- Assist with logistics on arrival and departure days, ensuring campers' safety.
- Participate in the boarding life of campers, providing a nurturing environment.



EDUCATION AND PROFESSIONAL QUALIFICATIONS

- Ongoing Bachelor's degree in hospitality at EHL.
- Fluent in both English and French (written and spoken).
- Good IT skills.
- No prior work experience required.

PERSON SPECIFICATION

- Excellent organisational and time management skills
- Ability to build relationships with people from a wide variety of cultural backgrounds
- Independent and proactive with a strong focus.
- Willingness to take on multiple tasks, adaptable
- Proactive, self-motivated and enthusiastic
- Flexible, stress-resistant and a team player.



Are you ready
for your next
adventure?



How to apply

Applications should be made via [Beau Soleil recruitment website](#) and should contain a CV, letter of application and the details of two professional referees.

The closing date for applications is Sunday 14 January 2024.

Successful short listed candidates will be contacted straight away with initial discussions conducted remotely by telephone or video call.

Collège Alpin Beau Soleil is committed to safeguarding and promoting the welfare of children and young people. A police check is required prior to appointment.

Beau Soleil is a member of the Nord Anglia Education group of schools which offers staff the opportunity to become part of a worldwide network of schools as well as benefitting from the professional training opportunities of the world's leading premium school organisation.

Collège Alpin Beau Soleil

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Beau Soleil

Collège Alpin International