

## Prague Business Internship Examples

*The examples below represent a selection of our portfolio of options. Internship placements are aligned to student experience and interest. We are continuously expanding our internship offerings.*

### Marketing

#### **Short Description of Company or Organization:**

Young start-up developing an open platform for Game Industry Professionals.

#### **Brief Job Description:**

Investigate sector trends to ascertain areas where the company can improve its market position in the future. Assist Team Managers with development 7 implementation of marketing initiatives. Coordinate with Data Analyst & Community Interns to investigate the impact of our different campaigns. Track and manage the activities of project resources to ensure that project tasks are completed on time, within scope, and at acceptable quality

#### **Short Description of Company or Organization:**

Pharmaceutical company which develops and makes medicines to treat a broad range of acute and chronic diseases.

#### **Brief Job Description:**

Analyze year to date and year to go trends and data  
Interact with departmental staff to collect specific projects information  
Analyze selling, campaign implementation and customer satisfaction  
Support digital communication evaluation

#### **Short Description of Company or Organization:**

Publishing company providing opinion and commentary by the world's leading statesmen, economists, scientists and academics shaping the global debate on international relations, politics, economics, health, science and development to publishers around the world.

#### **Brief Job Description:**

Critically analyze the media trends and world events that impact our organization and readers the most  
Help grow social media following a variety of platforms  
Drive traffic to the company's site using intriguing and engaging marketing and branding tactics  
Learn key social media, branding, advertising, public relations, and marketing skills that will continually drive readers to our content

### Public Relations/ Communication/ Development

#### **Short Description of Company or Organization:**

Young start-up developing an open platform for Game Industry Professionals.

#### **Brief Job Description:**

Assist with organization pre/conferences or other events where the company is present. Handle media inquiries, draft pitches and pitch media contacts. Review media coverage and compile coverage for the

Development Relations Manager. Work closely with marketing & community management team to develop and analyze media campaigns

**Short Description of Company or Organization:**

NGO focused on capturing and preserving the history of the people and culture of the Czech Republic by documenting their oral and written life stories.

**Brief Job Description:**

Help the Fundraising team to search for possibilities of financial support in the United States  
Assist grant writing and drafting of Letters of Intent (preparation, proofreading, style consulting, etc.)  
Help with social networking of our projects in English  
Search for topics with our online archives and upload them to Wikipedia  
Help spread the word about personal stories which should not be forgotten

**Non-Profit Management**

**Short Description of Company or Organization:**

Non-governmental, non-profit humanitarian organization whose mission is to provide free legal and social assistance for foreigners and refugees in distress.

**Brief Job Description:**

Intern reports directly to the head of Legal Department.  
Research country of origin information, interview selected clients and assess their needs  
Write affidavits/testimonies of our clients to support their asylum claim  
Help research some systemic issues and draft recommendations/solutions  
Work can, upon mutual agreement and consent, include travels to facilities where refugees live, all within the Czech Republic

**Finance/ Accounting**

**Short Description of Company or Organization:**

Non-profit organization established to strengthen a new media presence in the post-communist countries of Europe and the former Soviet Union.

**Brief Job Description:**

Provide support in preparation of documents for accounting purposes, checking the accounting files for accuracy  
Provide support in managing petty cash of the organization  
Assist in preparation of monthly cash flow report for Executive Director  
Assist in the allocation of overhead costs according to the budgets of individual grants  
Preparation of grants budgets