

## Summer Internship 2025: Intern

### Description

The Minda de Gunzburg Center for European Studies (CES) partners with [Cyprus Seeds](#) to offer an internship for the summer of 2025. Established in 2019, Cyprus Seeds is a nonprofit organization with the mission to slow down the brain drain of talented young researchers and enhance the pipeline of technology spin-offs in Cyprus. Cyprus Seeds achieves this through its 18-month Funding Program, which provides grants, networking opportunities, mentorship from international experts, and entrepreneurial training to academic teams from Cypriot universities and research institutions.

### Location & Timeframe

The internship is based in Nicosia, Greece. The working language is English. Timeframe: May-July 2025.

### Compensation

This internship will be fully funded by CES. The funds will cover travel, accommodation, and food expenses.

### Responsibilities

- Supporting the Management team in all areas relating to the day-to-day operation of the Program.
- Preparing, filing, and managing financial documents, and reports, and coordinating with the accounting department for supplier payments and invoices.
- Organizing and scheduling logistics for meetings, training sessions, and appointments with mentors, evaluators, investors, and other key stakeholders.
- Maintaining Cyprus Seeds' contact database and filing systems, ensuring accuracy and confidentiality.
- Maintaining and updating processes of the organization.
- Coordinating event logistics, including venue bookings, participant invitations, and materials to ensure seamless and professional events.
- Arranging meetings with mentors, evaluators, trainers, investors, academic teams, and international startup accelerators.
- Assisting in preparing reports, presentations, and updates for Cyprus Seeds' donors, partners, and supporters.
- Supporting the team in managing social media platforms and online presence as needed.

### Qualifications

- Proficiency in using Microsoft Office Suite, WordPress, and Canva.
- Competent use of social media platforms (Facebook, Instagram, LinkedIn).
- Strong organizational, multitasking, and time-management skills.

- Ability to demonstrate attention to detail as well as a commitment to carrying out their responsibilities and adherence to ethical principles.
- Excellent written and verbal communication skills.
- Passionate about supporting innovation.