

2023 – 2024

# Internship Programme

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Internship opportunities  
for UK & EU students in  
Lyon, France.



Launched in 2019, My English Sister is an English language learning and childcare agency based in Lyon.

Our mission is to help French children learn English whilst having fun, through our interactive and personalised sessions.

Each year we take on 3-4 interns and invite them into the heart of the business. They help support our activity whilst gaining genuine work experience and developing relevant and sought-after skills.

FRANCE'S 3RD LARGEST CITY



# Internship Structure

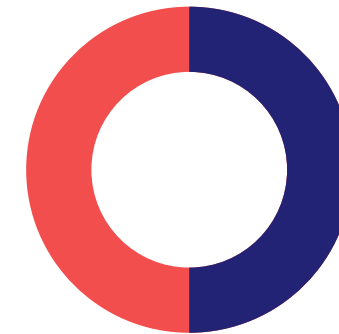
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Each internship is structured to include both a teaching role (working directly with kids), as well as a business role, supporting the company's operations.



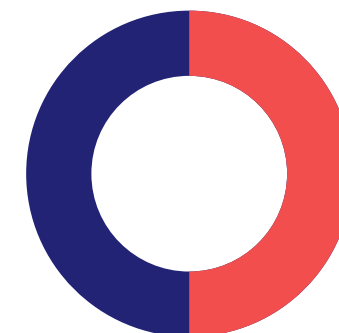
## 50% teaching & childcare

The teaching & childcare sessions are the heart and soul of the company. They are what allows French kids to enjoy learning English. Interns will spend around 15h per week working with kids aged 3+.



## 50% in a business role

Internships are all about gaining experience and developing skills that will prepare students for a professional career. Interns will spend around 15h per week working on real business tasks & contributing to the growth of the company.



# Teaching & Childcare

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Interns will spend half of their time embracing their role as an English Brother or Sister.

They'll be trained, given teaching materials and be responsible for:

- ▶ Collecting the children from school
- ▶ Supervising snack time
- ▶ Playing games & leading structured activities in English
- ▶ Organising outings & visits (park, zoo, library...)



# Business Role

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There are four key operational activities that make up My English Sister.

Each one plays a pivotal role in ensuring we provide a service that goes above and beyond our clients' expectations.

We give interns the opportunity to be involved in one, or several, of these areas.



# Internships Available



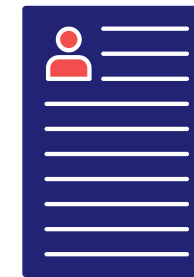
## DIGITAL MARKETING

- social media marketing
- branding & design
- digital content creation
- data analysis & SEO



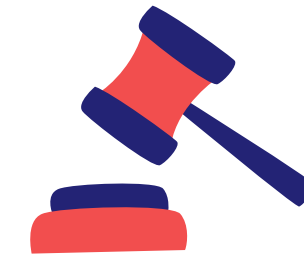
## EDUCATION & CHILD DEVELOPMENT

- develop teaching programme
- design & create teaching tools
- create training materials
- deliver teacher training



## HR & RECRUITMENT

- develop recruitment strategy
- market job opportunities
- review & interview candidates
- manage & support employees



## LEGAL & REGULATORY

- understand French labour law\*
- assist with work contracts
- liaise with regulatory bodies
- draft & review legal documents

*\*level C1/2 French required*



# Our promise

- The tools, training and support you need to become a competent children's English teacher
- French & English-speaking work environment (improve your French without stress)
- Genuine hands-on business experience (take on responsibility & see your work come to life)
- A modern hybrid working environment (learn to use key tools & software to produce quality work efficiently)





As well as practicing and improving my French language skills, working with My English Sister gave me the opportunity to be creative in terms of curating my own fun activities for children, collaborating with other members of the MES team, designing resources and creating a training programme for future employees.

It was great to be given so much responsibility and to see my work come to life.

**Mark**

*University of Limerick*

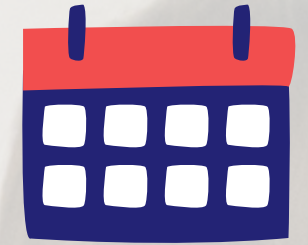
*Pedagogical Development Intern (2022)*





\*AN AVERAGE WEEK

# day to day schedule



9H - 12H30

LUNCH

14H - 16H30

16H30 - 19H

MONDAY

MES OFFICE

TIME OFF

CHILDCARE & TEACHING SESSIONS

TUESDAY

MES OFFICE

TIME OFF

CHILDCARE & TEACHING SESSIONS

WEDNESDAY

THURSDAY

WORK FROM HOME

TIME OFF

CHILDCARE & TEACHING SESSIONS

FRIDAY

WORK FROM HOME

TIME OFF

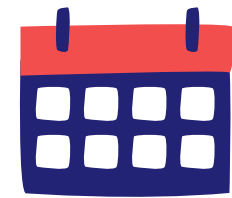
CHILDCARE & TEACHING SESSIONS



# Key information

As required by French labour law, a contract "convention de stage" will be signed by the intern, the home university and My English Sister.

## DATES



The programme dates for 2023-2024 are as follows:

- September (4th) – February (16th)
- March (4th) – July (5th)

\*If you would like to intern from September to December please contact the team directly.

## SALARY



Interns will receive a salary & benefits:

- 600 euro monthly salary
- Plus Erasmus or Turing grant (400€/month)
- 50% of the Lyon city travel card
- 3 weeks paid holiday (6 month internship)



# Application process

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Interested candidates must first submit an online application via the website:

[myenglishsister.com/internship-application](https://myenglishsister.com/internship-application)



They will then be invited to share their availability for a phone interview.



*\*remember, CV's should always be sent in PDF format*

1

## Phone Interview

An initial discussion to learn more about the candidate and their suitability for the programme.

2

## Zoom Interview in English

Scenario based questions to gauge pedagogical experience and motivation for the internship, followed by a short French test.

3

## Zoom Interview in French

To determine French language competency and cultural awareness as well as the logistics of moving abroad.





**Francesca**

*University of Edinburgh*

*Digital Marketing Intern (2021)*

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I will never be able to thank MES enough for what I have learned, professionally and personally during this experience.

This opportunity is the ideal way to experience life in France and learn essential transferrable skills which you will need in any future job role. If you love working with children, and are intrigued by business and marketing in France, then this internship programme is the perfect match!

*Francesca*

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PLACE DES JACOBINS

À bientôt!

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