

# CETUSA Internship Program Offer



**Term:** Spring-Early January through Mid-May

**Hours:** 40 hours per week

**Compensation:** UNPAID

**Housing:** Provided

**Field:** **Business Management**

**Host Company Description:** This Host Company is an intern housing and residential life services provider in Washington DC and has hosted students and college groups for over 20 years in furnished, intern-only buildings on a semester basis. This company considers interns to be their specialty and works with Colleges and Universities to provide Intern housing for the terms needed whether it be fall, spring, summer or all year. The organization also hosts social and networking events to promote professional development for participants.

## Requirements:

- **Business Administration** degree
- Great communication skills and outgoing personality and time management skills
- Problem solving skills
- Strong writing and editing skills
- Basic familiarity in planning events
- Familiarity with basic search engine and social media marketing principles and platforms
- MS Office skills
- Self-starters a must

## Position Responsibilities:

- Attend and participate in sales and marketing meetings, interpret analytics and reports
- Attend various events and meetings with staff
- Attend events on weeknights or weekends as representative
- Work with Events & Social Media Interns to manage event budgets, RSVP lists and related schedules
- Work with staff and volunteers on event day to make the event a success
- Assist in preparing letters, presentations and reports
- Manage relationships with vendors, customers
- Negotiates the purchase of office supplies, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions
- Supervises the maintenance of office equipment
- Coordinating and managing classroom calendars and schedules
- Coordinating travel, including flight, hotel, and car rental reservations
- Manages the reception area to ensure effective telephone communications and delivering world class service to our customers
- Prepare paypal invoices
- Assist with the tracking of payments
- Assist with general office management and equipment maintenance
- Prepare notices for property visits and inspections
- Be a resource for residents
- Available to work weekends when required

## WASHINGTON D.C.



**How to Apply:** Submit a professional **US Format resume, cover letter** and completed **inquiry form** to [usmexico@cetusa.org](mailto:usmexico@cetusa.org). Indicate desired start and end dates and program title.

