

CETUSA Internship Program Offer

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.

Term: Spring-Early January through Mid-May

Hours: 40 hours per week

Compensation: UNPAID

Housing: Provided

Field: **Sales & Marketing**

WASHINGTON D.C.

Requirements:

- Great communication skills and outgoing personality
- Strong organizational and time management skills
- Strong writing and editing skills
- Basic familiarity in planning events
- Experience with basic social media and marketing materials
- 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 WISH staff
- Design marketing materials
- Attend events on weeknights or weekends as WISH 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 WISH event a success
- Complete an event summary report
- Identify potential client and internship opportunities
- Participate in outreach to government and D.C. based organizations
- Develop and maintain relationships with interns and internship coordinators.
- Research opportunities and proposals to expand the WISH footprint
- Other Duties as Assigned



How to Apply: Submit a professional resume (US format), completed "Inquiry Form" and cover letter (English) to usmexico@cetusa.org. Indicate desired start and end dates

