

CETUSA Internship Program Offer

Term: Spring-Early January through Mid-May

Hours: 40 hours per week

Compensation: UNPAID

Housing: Provided

Field: **Event Planning and Social Media**

Requirements:

- Great communication skills and outgoing personality
- Basic familiarity in planning events
- Public speaking experience to small groups a plus
- Experience with basic social media and e-marketing materials
- Strong organizational skills
- Familiarity with basic search engine and social media marketing principles and platforms
- Experience producing basic social and e-marketing materials in MS Office environment
- Self-starters a must

Position Responsibilities:

Event Planning:

- Design social media content, flyers and other marketing material for events
- Attend and contributes to event planning meetings
- Manage event budgets, RSVP lists and related schedules
- Work with staff and volunteers on event day to make the event a success
- Take photos and videos at events for use on social media platforms
- Complete an event summary report
- Maintain relationships with vendors and contributors
- Prepare proposed calendar of events for the next semester

Social Media:

- Participate in marketing and media meetings, interpret analytics and reports
- Maintain and grow marketing database
- Produce marketing materials for email/mail/social media, including SEO, SEM
- Market to known and new internship coordinators and other clients
- Provide ideas and feedback for the blog, write new posts
- Attend events on weeknights or weekends as Host Company representative
- Produce video and photo marketing materials for social media
- Other duties as assigned



WASHINGTON D.C.

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.



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

