

# CETUSA Internship Program Offer



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

**Hours:** 40 hours per week

**Compensation:** UNPAID

**Housing:** Provided

**Field:** **Photographer and Graphic Design**

## 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.

### Position Responsibilities:

- Work with the Sales and Marketing team on promotion
- Work with the Intern team to design social media content, flyers and other marketing material
- Attend events on weeknights or weekends as Host Company representative
- Work with staff and volunteers on event day to make event a success
- Take photos and videos at events for use in print media and social media platforms
- Maintain relationships with media vendors and contributors
- Participate in marketing and media meetings, interpret analytics and reports
- Other duties as assigned



### Requirements:

To apply for the **Internship** program, applicants must be **Photography and/or Graphic Design** students enrolled full time OR recent graduates who begin program within 12 months of the graduation date.

- Great communication skills and outgoing personality
- Basic familiarity in planning photo shoots
- Public speaking experience to small groups a plus
- Experience with basic social media and e-marketing materials
- Strong organizational skills
- Strong photography and editing skills
- Familiarity with production of print media
- Strong writing skills
- Experience producing basic social and e-marketing materials in MS Office environment
- Self-starters a must

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

