Council for Educational Travel USA

Trainee/Internship Program Offer

(10306) Conference Management at a Retreat – Black Mountain, NC





Training Duration: 12 months
Compensation: $113.50 per hour per hour, end of program bonus $1,850* subject to successful program completion
Housing: Free, dorm-style housing, meals included (when main restaurant is operating)

Host Company Description:
The host company is located near Black Mountain, which is nestled deep in the Blue Ridge Mountains, 15 miles east of Asheville, NC. It provides a wide range of services for family vacation and group lodging needs. Besides numerous lodges and cabin accommodations, it has conference facilities that accommodate family reunions, group retreats, religious gatherings, and corporate functions. There are a variety of on-site activities, from an adventure ropes course and zip line to volleyball, horseback riding, or crafting.

Position Description:
- Learn all aspects of hospitality management
- Assist in making group reservations and conferences
- Communication with guests, coordinating guest services
- Advance management skills and supervisory duties

Applicant Qualifications:
- To apply for the **Internship** program, you must be an undergraduate **Hospitality/Tourism Management** student OR a recent graduate starting the program within 12 months of graduation.
- To apply for the **Trainee** program, applicants must have either a degree or professional certificate from a foreign post-secondary academic institution and at least 1 year of prior related work experience in the **Hospitality/Tourism Management** field acquired outside the United States OR 5+ years of experience in this field.
- Applicants with prior hotel management work experience preferred
- Applicants must speak **ADVANCED ENGLISH,** have a positive attitude and the ability to communicate with clients and hotel associates

How to Apply:
1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title