



Council for Educational Travel USA

Trainee/Internship Program Offer

(2018) Interior Design & Studio Operations – Boca Raton, FL



Program Duration: 12–18 months

Compensation: \$17.00 – \$19.00 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

This boutique luxury interior design firm is based in Boca Raton, Florida, serving high-end residential and developer clients across South Florida. The studio delivers refined, modern interiors through an integrated process that includes concept development, 3D visualization, procurement, project coordination, and white-glove installation.

Host Company Description:

- Interior design: Space planning, drawings, 3D renderings, material sourcing, client presentations, and site participation
- Studio operations: Purchase orders, vendor coordination, procurement tracking, inventory, deliveries, and installation support
- Budgeting: Project budgets, invoicing, pricing fundamentals, and real estate coordination
- Digital marketing & brand support: Website and social content updates, digital asset management, SEO/GEO exposure, and AI-enabled business tools

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **architecture, design, real estate construction** studies OR have graduated less than 12 months from the internship begin date.
- 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 **architecture, design, real estate construction** field acquired outside the United States OR 5+ years of experience in this field.
- Working knowledge of AutoCAD (required); SketchUp, Enscape, V-Ray, or similar (preferred)
- Proficiency or willingness to learn Excel/Google Sheets, PowerPoint, Studio Designer
- Strong written and verbal English communication skills, highly organized and detail-oriented
- Interest in digital marketing, SEO, and AI-enabled tools (training provided)

How to Apply:

1. Submit a professional resume with a portfolio link
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title