

## 2014 Summer CARP Internships!

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**Do you want to be a CARP**

# SUMMER! INTERN!

We are excited to announce that CARP America will host 3 summer interns to work at our National Office in New York City. Check it out and apply below!

### **Description:**

Interns will get the opportunity to work with a growing non-profit, the Collegiate Association for the Research of Principles (CARP). It is a network of college students across America that practice and apply life and leadership skills for personal and professional development. Interns will be able utilize these tools and resources for their personal success, as well as learn how to successfully plan, coordinate, and implement events and trainings that fulfills CARP's mission.

The internship will give participants experience in event management, budgeting, public speaking, goal setting, marketing, networking, and other technical skills essential in a professional non-profit/business environment.

### **Responsibilities**

- Assist in program development and scheduling of trainings and events.
- Assist with communication campaigns using email marketing and phone outreach.
- Maintain online presence and reporting through the website and social media.
- Coordinate travel and logistics for special events.
- Assist with alumni outreach and banquet.
- Help prepare for and staff the 2014 CARP Convention.
- Communicate with chapter representatives and participants.

Prepare print and presentation documents as needed.  
Invest in personal development through individual study and practice.  
Process and enter data for communication and database system.  
Assist with general office tasks (filing, copying, mailing, organizing, etc.).

## **Requirements**

We are seeking highly motivated current college students or recent graduates who are excited about the vision for CARP and who want to contribute to expanding its reach among campuses across the country.

Interns should have excellent verbal and written communication skills, with working knowledge of Web, social media and Microsoft Suite programs including Word, Excel and PowerPoint.

## **Schedule**

The internship is a full-time commitment with normal business hours between 9am and 5:30pm Monday through Friday at the National Office in the New Yorker. However, there are several conferences that extend over the weekend and that are off-site.

### **Off-Site Schedule:**

June 1-8	GPA-CARP “Headstart” College Prep Program (UTS)
July 30 – Aug 5	National CARP Convention (TBA)
Aug 6-12	BCSF Participation (UTS)
Aug 18-20	Final Intern/Staff Retreat (TBA)

Interns will receive time/days off from work but there may be “team” days where we may go sightseeing, traveling together, etc. We will go over the schedule at the beginning of the internship. Interns are expected to show-up on time and dress in business casual attire. If for any reason they can’t make it to work, they should communicate ahead of time.

## **Room and Board**

It is suggested that interns arrange their own housing prior to the start of the internship. Each intern will be given a stipend which they can use for room and board at their own discretion. We will try to help coordinate housing possibilities.

CARP will cover expenses for the off-site trainings listed above as well as weekly team lunch outings.

## **Compensation**

The internship is full-time (40 hours/week) from June 1 to August 20. Interns will receive a stipend of \$500/month or \$1,500 for the entire summer. It must be understood that life in New York City is expensive and interns should confirm sufficient support. The intern should not count on finding additional work for support as the Summer Internship at CARP is a full-time commitment.

## **Supervision**

Interns will work directly with the CARP America staff -- Naokimi Ushiroda and Teresa Ferrete.