

ProWorld - Custom Programs Intern

Position

Custom Programs Intern

Part- or Full-Time

Unpaid

The ideal candidate will intern for a minimum of one semester (3-4 months)

Company Description

ProWorld's mission is to empower communities, promote social and economic development, conserve the environment, and cultivate compassionate global citizens.

ProWorld, part of **Intrax Cultural Exchange**, is an international volunteer organization sending university students and faculty-led university groups to Latin America, Asia, and Africa for hands-on service and development programs. We are currently seeking a dynamic, dependable self-starter for an internship position at our San Francisco headquarters.

Position Description

The **Custom Programs Intern** directly impacts our faculty-led programs and in the larger scope can change lives around the world; it is a role that offers personal rewards. A successful candidate will support college students, their professors and other campus leaders, and school administrators through the program creation process, with the goal of increasing enrollment numbers. We are looking for a highly energetic individual who can research and develop materials to support program creation. In addition to sales, the candidate will collaborate with marketing and PR to create effective outreach campaigns to target markets, and will assist in program development while being immersed in an exciting international environment. Custom Program Interns may also have the opportunity to travel during the summer overseas. The Custom Program Intern's responsibilities include:

- Copy Editing and Writing
- Update and Develop Internal and External Communication Documents
- Attend university outreach events
- Provide Operational Support
- Conduct Competitive Research
- Collaborate with management on customer relationship development
- Additional administrative duties as necessary

Our ideal candidate will possess the following skills:

- Exceptional verbal and written communication skills
- High-energy, enthusiasm and motivation
- Demonstrated flexibility
- Strong PC skills and attention to detail; experience with CMS (content management systems) a plus
- Superior time management and multi-tasking skills
- Professionalism
- Established marketing knowledge, communications, and project management ability
- Sales or call center experience preferred
- Passion for international exchange, travel and/or foreign language a plus

Qualifications:

- Experience with, or strong interest in, copy editing and writing; web design experience a plus
- Sales, marketing, or customer service experience
- Current university student* or recent graduate

*This internship can be used for class credit if applicable

HOW TO APPLY

If you are interested in becoming a member of the team, please apply via our automated system by following the link below:

LINK

Please enter your cover letter into the 'Notes' section before you submit your application or include the cover letter in the same file as your resume.

Intrax is an Equal Opportunity Employer, offering a supportive and friendly, yet fast-paced environment.

No phone calls, please. Thank you.

For more information about ProWorld programs, visit www.proworldvolunteers.org