

## CARP is looking for 3 Summer Interns

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We are excited to announce that the Collegiate Association for the Research of Principles (CARP) America will host three summer interns to work at our National Office in New York City. The online applications are available on our website at [carplife.org](http://carplife.org)

### 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 practices and applies life and leadership skills for personal and professional development. Interns will be able to utilize these tools and resources for their personal success, as well as learn how to

successfully plan, coordinate, and implement events and trainings that fulfill 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 banquets.
- 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 a 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 across America's campuses.

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. It is a plus if you can speak other languages and/or have experience working with diverse/international contacts.

### 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 New York City. 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 for 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 for 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 secure 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.

### **Application Process**

If you are interested, please submit the online application available at [carplife.org](http://carplife.org) by May 1st, 2014.