



## ADMINISTRATIVE INTERN

### Job Responsibilities:

- Organize and catalog electronic files, such as photo libraries and document repositories
- Take notes during meetings and send them to supervisor for review
- Compile a welcome manual for future interns, with important documents and tips based on their experience
- Develop a presentation of the welcome manual and include any insights on their experience and recommendations for future improvements
- Other duties as assigned

### Professional Development:

- Complete online training on virtual meeting etiquette
- Complete online training on using Microsoft Word
- Create a resume and complete online training on the job search process

### Expected Skill Development:

- Microsoft Office
- Written and verbal communication
- Active listening and note taking
- Presenting Information

## MARKET/COMMUNITY RESEARCH INTERN

### Job Responsibilities:

- As part of a team of interns, conduct market research on a new or existing product or service for the organization
- Develop a set of research questions and interview family, friends, and community members to gain market insights
- Conduct additional market research online, including identifying competitors, what makes this product/service unique, and ideas for future improvements
- Develop a presentation with research findings and recommendations
- Other duties as assigned

*Optional Variation:* Have interns identify an area of concern for them or their community and conduct the research project gathering community feedback and ideas.

### Professional Development:

- Complete financial literacy online training and summarize 3 key learnings

- Complete marketing industry online training and summarize 3 key learnings
- Conduct informational interviews with 5 coworkers and summarize similarities and differences

Expected Skill Development:

- Written and verbal communication
- Teamwork and collaboration
- Synthesizing research
- Presenting information

## **MEDIA PRODUCTION INTERN**

Job Responsibilities:

- Identify a list of people (could be internal or external to the organization) to interview regarding their career path
- Compile a list of 4-5 standard interview questions
- Conduct recorded video interviews via zoom or another platform
- Edit videos into vignettes that showcase the variety of people, career paths, and backgrounds in your organization or industry
- Other duties as assigned

*Optional Variations:*

- Have another intern compile photos and brief stories from each person interviewed into a career pathways book.
- Have a social media intern create short photos/videos and stories to be shared on the organization's social media
- Content produced by the interns can be used to help educate future interns

Professional Development:

- Complete online training on media production
- Conduct industry career path research and compile summary of findings
- Create a resume and conduct a mock interview session

Expected Skill Development

- Written and verbal communication
- Critical thinking
- Creativity
- Media literacy

## SOCIAL MEDIA INTERN

### Job Responsibilities:

- Review the organization's social media accounts, how they are being used, and how competitors or similar organizations are using social media
- Compile a list of recommended topics and hashtags
- Compile a list of additional accounts to follow
- Craft social media posts about the organization and their internship experience, for review and posting by supervisor
- Develop strategies for increasing followers and follower engagement
- Develop a presentation with findings and recommendations
- Other duties as assigned

### Professional Development:

- Attend weekly career panels and complete a 30-min reflection each week
- Complete online training on social media and digital literacy
- Create a resume and conduct a mock interview session

### Expected Skill Development:

- Written and verbal communication
- Critical thinking
- Creativity
- Conducting research
- Presenting information