



Opening Date: April 3, 2017
Closing Date: May 5, 2017

Vacancy Announcement #27-17
STRIVE Intern
(Strengthening Talents & Rewarding Interns with a Valuable Experience)

Hiring Salary: \$11.50 per hour

DC Residents Preferred

SUMMARY DESCRIPTION

The STRIVE intern will perform entry level professional duties providing the opportunity for professional training in various departments. The intern will perform assigned duties to acquire knowledge of methods, procedures and standards required for successful performance. Assignments serve to offer practical experience and broad exposure to the hospitality industry. A wide range of college majors are considered based on specific needs of department such as: Sports Management, Communications, Event Management, Hospitality, and Public Relations. At the end of the internship all interns will have to present a presentation to Executive Leadership detailing their experience over the duration of the internship.

EXAMPLES OF WORK ASSIGNED

- Answers and makes phone calls, responds to program related questions and sends written material as appropriate.
- Composes, types and prints reports, general letters, spreadsheets, e-mail, and memoranda from rough drafts or general instructions, involving the assembly of data from computer and paper file or record sources.
- Conduct a variety of general administrative tasks as assigned
- Assist with processing mail, bookkeeping, data entry and office supplies requests
- Participating as needed with Events DC programming and events.

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent command of the English language, with good writing, proofreading and editing skills.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to work independently and as a team player.
- Ability to work effectively with all levels of staff and a wide customer base.
- Ability to demonstrate a pleasant, neat and professional appearance.
- Ability to work a flexible schedule. (Typical work week will be days.)
- Ability to work evenings, nights, and weekends with advance notice.

ADA ESSENTIAL FUNCTIONS

- Ability to read and write instructions, directions, letters, memos and other written materials.

MINIMUM QUALIFICATIONS

- Undergraduate college student.
- PC, and Microsoft Office proficiency.
- Excellent interpersonal, and communication skills.
- Ability to work independently and as a team.
- Excellent customer service skills.

<OVER>

DESIREABLE QUALIFICATIONS

- Majors: Sports Management, Communications, Event Management, Hospitality, Public Relations

In an effort to protect our environment from paper waste, all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Human Resources' lobby for on-line application purposes

Monday-Friday, 8:30am to 5:30pm

Events DC

Human Resources Department

801 Mount Vernon Place, NW

Washington, DC 20001

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.