

Sample Internship Description (1)

Salesforce Analyst Intern

Reports to Sales Manager

Company Summary

Our company is a national leader in the distribution of foodservice equipment and supplies. We seek to be an innovative leader in the distribution of foodservice equipment and supplies, and are committed to surpassing the expectations of our customers, associates and suppliers. Founded in 1975 and based in San Antonio, we market our business through 14 retail store locations and a strong e-commerce presence. This is a great opportunity to gain experience in a fast-paced, growing industry and business environment, learning new skills while making a significant impact on sales execution and tracking. This role will report directly to the Sales Manager but will interact with many roles across the businesses.

Position Summary

This position will provide sales support and information to assist the Customer Relations Team (Sales) focused on our top foodservice customers throughout metro Texas markets. Specifically, this position will research best practices of Salesforce CRM software, suggest how to complement company processes with Salesforce functionality, and implement approved processes.

Specific Responsibilities:

- Input customer data into Salesforce tool
- Work with internal Salesforce Admins and users
- Learn and analyze current Salesforce functionality at Ace Mart
- Research best practices and utilization of Sales Force in the sales industry
- Recommend how Salesforce can enhance performance of Customer Relations team
- Analyze, interpret, and distill data to provide valuable and actionable information to the Customer Relations team
- Create reports and dashboards to effectively communicate customer data and trends
- Train others on how best to best utilize Salesforce for improved data gathering, opportunity assessment, solutions development and sales improvement
- Work with Customer Relations team, Bid team, and Ace Mart retail stores to improve communication and customer service via Salesforce tools

Learning Goals

- Develop intermediate to advanced understanding of Salesforce
- Develop recognition of how Salesforce can be used to activate business growth
- Learn how to negotiate dynamics of a high-performance team
- Communicate data analysis to stakeholders who do not have a background in data

Qualifications

- Ability to synthesize and interpret technical data
- Enjoys working with a data-driven process
- Strong computer skills (Excel, Word, PowerPoint) - experience with Microsoft SQL a plus
- Salesforce knowledge/experience a plus
- Strong oral and written communication skills
- Self-starter, takes initiative, and reliable
- Both people and task oriented
- Pass a pre-employment drug screening

- Restaurant/Bar industry experience a plus

Sample Internship Description (2)

Public Relations Intern

Reports to Public Relations Manager

Company Summary

We are a tech company committed to providing high quality hardware and software support for customers.

Position Summary

The public relations internship is a perfect opportunity for students pursuing a career in public relations, communications, or marketing to learn from a team of seasoned professionals in public relations. The intern will primarily support the PR team with media relations activities, and reporting.

Specific Responsibilities:

- Track industry-relevant news coverage and flag relevant articles for the team
- Compile comprehensive reports for key corporate and product announcements.
- Develop weekly global communications highlights e-mail that outlines key successes from the week and activities planned for the week ahead
- Develop PR strategies to support events
- Field and respond to incoming media requests from local business and tech reporters
- Attend meetings with PR team to learn about our company's various business units; look for proactive opportunities to highlight the work we are doing in these areas

Learning Goals

- How to build and maintain a company's brand reputation
- Recognize different goals and styles for communications with different audiences including local and national media, industry analysts, and other key influencers

Qualifications

- Strong written (AP style and PR writing) and verbal communication skills
- Experience developing press releases and media pitches
- Experience pitching and interacting directly with media
- Ability to own and successfully execute projects, while meeting deadlines
- Ability to multi-task
- Ability to work effectively across multiple teams
- Passionate about technology and learning new things
- Prefer internship experience working with a tech company
- Prefer experience with PR monitoring and measurement tools (Meltwater, AirPR, etc).
- Prefer blogging experience

Sample Internship Description (3)

Human Resources Intern

Reports to Director of Community Partnerships

Company Summary

As a small business dedicated to providing consulting support to large corporations and organizations within our community we foster and encourage leadership skill development.

Position Summary

Our company is looking for a responsible, resourceful, innovative, and dedicated student to enhance the office's growing Leadership Development Program. The Human Resources Intern will create programs and trainings, create resources, and assist with clients across San Antonio. Creativity and will be pivotal to the success of the internship as this person will be working with clients from non-profit, for profit, and governmental organizations. The Intern will also be expected to work on his/her own leadership skills throughout the year and to create positive relationships with all the clients we work with.

Specific Responsibilities:

- Assist in the development of leadership resource guides and programming materials
- Assist in the design, creation and implementation of executive search assignments
- Develop creative marketing ideas
- Assist with social media Perform other similar and related duties as assigned
- Bring creative ideas and energy to the position

Learning Goals

- How to identify behaviors necessary for successful entrepreneurship
- How to manage a flexible schedule with professional expectations
- How to develop leadership potential in self and others
- How to create and track incremental change within a community

Qualifications

- Sophomore, junior or senior
- Excellent communication skills both oral and written
- Ability to work effectively with diverse clients
- Strong organizational abilities and time management skills
- Capacity for discretion and confidentiality when working with students and administrators
- Ability to be creative and innovative
- Demonstrated leadership skills, and self-motivation
- Knowledge and experience with current software: (MS Word, Excel, Internet browsers, etc)
- Ability to work on location or in different environments
- Ability to work supervised and unsupervised

Sample Internship Description (4)

Project Coordinator Intern

Reports to Director of Community Partnerships

Company Summary

We are a small business dedicated to supporting students and teachers in ways that contribute to success within K-12 public education.

Position Summary

With guidance, the Project Coordinator will facilitate and provide technical assistance to networks of community partners to maintain momentum, achieve objectives, and complete deliverables. He or she will maintain communication and work collaboratively with volunteers and/or data analysts to provide support to various programs and projects. Documentation will be created and maintained regarding meetings, projects, and activities. The area of focus will be College and Career Readiness and SA Kids Attend to Win.

Specific Responsibilities:

- Align and promote College and Career readiness strategies to develop pathways for Bexar County students to include Opportunity Youth (16-24 years of age with or without high school credentials) to enter engage with education and industry.
- Assist with aligning and promoting SA Kids Attend to Win in San Antonio, Harlandale, and Southwest ISD to increase overall attendance and decrease chronic absenteeism through evidence-based interventions.
- Monitoring and document the progress of the program, and support partner organizations in the needs and concerns that may arise
- Support communications

Learning Goals

- How to acquire and communicate assessment metrics to show program's impact to stakeholders
- How to manage activities and progress of multiple contributors to projects

Preferred Qualifications

- Working towards completion of a BA/BS
- Ability to work independently as a self-starter, as well as a team member with business, education and community
- Strong written and verbal communication skills for both internal and external audiences
- Project management experience with a strong ability to prioritize multiple tasks
- A strong work ethic, an outgoing personality and a zeal of relationship building
- Event planning experience necessity
- Strong attention to detail and accuracy
- Excellent critical thinking skills
- Ability to maintain professional manner using tact, initiative, good judgment and confidentiality