



First Trip Inc.
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www.firsttrip.org

POSITION DESCRIPTION

TITLE

Summer Intern (2023)

SALARY

\$18.50+ per hour (based on experience)

LOCATION

Washington, District of Columbia

STATUS

Part-Time (20 hours per week)

ABOUT US

First Trip is a non-profit organization and strives to increase diversity in study abroad and international affairs by alleviating inequitable barriers for underrepresented college students to travel abroad for the first time and pursue global careers.

SUMMARY

The organization seeks a Summer Intern to perform developmental-level project coordination and administrative duties. The Intern will report to the President and CEO and assist in weekly coordination of special projects and programs. Other key duties include Outlook email/calendar management and entry-level logistical task work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Engage and network with community leaders, international educators, business leaders and stakeholders across the Washington, D.C. Metropolitan area
- Work alongside our client teams in a collaborative environment, the intern will gain important foundational skills necessary to compete in today's global marketplace
- Update fundraising campaign memos, meeting agendas and notes
- Effectively communicate First Trip's vision/mission/activities to potential partners

KNOWLEDGE, EDUCATION, AND EXPERIENCE:

- Must be an undergraduate college student
- Friendly and personable demeanor
- Must have strong computer skills, especially MS Office: Word, Excel, and Outlook
- Excellent usage of the English language; reading, writing, and speaking required
- Physical Demands involves sitting most of the time, walking, standing, etc.

HOW TO APPLY

Interested applicants should send a resume to info@firsttrip.org. Vacancy is advertised until filled.

First Trip Inc. is an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.