

<p><b>1. Magaschoni</b>  <a href="http://www.magaschoni.com/">http://www.magaschoni.com/</a></p>	<p style="text-align: right;">Sales</p> <ul style="list-style-type: none"> <li>● Help the sales team during market weeks             <ul style="list-style-type: none"> <li>● See how they sell to our customers                 <ul style="list-style-type: none"> <li>● How the showroom works</li> <li>● Helping with appointments</li> </ul> </li> </ul> </li> <li>● Help sales during New York shows – the Intermezzo and/or the Coterie</li> </ul> <p style="text-align: right;">PR</p> <ul style="list-style-type: none"> <li>● Help with the prep work for any publicity events – i.e. the Golden Globes, the Sundance Film Festival etc.             <ul style="list-style-type: none"> <li>● Send out mailers</li> <li>● Help with promotional material                 <ul style="list-style-type: none"> <li>● Help with charity events</li> </ul> </li> <li>● Help staff with events planning</li> </ul> </li> </ul> <p style="text-align: right;">Production</p> <ul style="list-style-type: none"> <li>● Computer work on the buying of fabric, trim etc.</li> <li>● Help with the tracking of piece goods from factory to the warehouse.</li> </ul> <p style="text-align: right;">Design</p> <ul style="list-style-type: none"> <li>● Help the design department with setting up of story boards             <ul style="list-style-type: none"> <li>● Assist with daily design tasks</li> <li>● Possibly learn how to enter info into our WebPDM system</li> </ul> </li> </ul>
<p><b>2. Presentation Excellence</b>  <a href="http://presentationexcellence.com/">http://presentationexcellence.com/</a></p>	<p>The Presentation Excellence Group has been sponsoring internships for over 25 years, serving over 500 interns from high schools, college and graduate schools, in the US and international. We seek people who are smart, creative, excellent communicators and, most important, are self-starters - ready to finish projects quickly so they can move on to the next one.</p> <p>Our group focuses on serving leaders, often CEOs and business owners of companies, who want to achieve greater success. For that reason we're always engaged in business development: marketing, sales and program creation. You will work on one major project most of the time, with some time updating our database so we can reach the right people for our messages. Students learn by doing and through osmosis - watching and hearing about other projects under way. The internship experience is rich and rewarding.</p> <p>The group represents a number of different brand/services including:</p> <ul style="list-style-type: none"> <li>● presentation training and coaching services.</li> <li>● <a href="http://www.vistagenewyork.com">www.vistagenewyork.com</a> (which is part of <a href="http://www.vistage.com">www.vistage.com</a> the leading CEO membership organization serving 16,000 members in the 15 countries). We provide business owners/CEOs with leader development services and are actively recruiting new members for our CEO group, Trusted Advisors Group. We're also</li> </ul>

	<p>trying to get our first client for Vistage Inside, a new service for the executive team of a company</p> <ul style="list-style-type: none"> <li>• <a href="http://www.eval2win.com">www.eval2win.com</a>; we're offering leaders the opportunity to use this management tool which helps companies increase alignment and performance. We're offering it and Vistage Inside to the same customers</li> </ul> <p>In fall 2014 we were working on a new organization: <a href="http://www.MentorOurKids.org">www.MentorOurKids.org</a>. Our goal is to increase the quantity and quality of internships offered by companies by offering on-line tools and support for Corporate Mentor Coordinators and Mentors. We're putting the business plan together and seeking corporate sponsors for the build-out. Some interns may work on this project.</p> <p>We do not pay a salary or stipend to interns. Sometimes internships lead to freelance, part-time and full-time jobs when we launch a service or new company. However, we make no promises or commitments. We also have a commission/bonus program for telemarketing-appointment success appointments.</p> <p>We require a minimum of 32-40 per week from summer interns and 16-20 hours during the fall and spring terms.</p> <p>If you are still interested, please let us know</p> <ol style="list-style-type: none"> <li>1. your availability - from when to when?</li> <li>2. which of the companies most interests you - and why?</li> <li>3. why we should choose you rather than the other applicants?!</li> </ol>
<p><b>3. J. Deutsch Associates – International Student Protections</b>  <a href="http://www.jdeutchassociates.com/">http://www.jdeutchassociates.com/</a></p>	<p>International student protection provides health insurance plans to international students studying in the US as well as US students studying abroad. Intern responsibilities will include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Marketing – helping with mailings, ad campaigns and other current marketing schemes as well as assisting in developing new ideas</li> <li>• Post convention communications and follow ups <ul style="list-style-type: none"> <li>• Telephonic sales and customer service</li> </ul> </li> </ul> <p>Assisting in Social Media (blog posts, Facebook, Twitter, Linked In)</p>
<p><b>4. Station restaurant-Scratch</b>  <a href="http://www.scratchnyc.com">www.scratchnyc.com</a></p>	<p>Hospitality / Nightlife Marketing Internship Program</p> <p>We are looking for ambitious, creative, and extroverted college students or recent graduates with aspirations in the fields of hospitality, marketing, event planning, public relations, restaurants, nightlife, communications, sales, or music and the arts. Applicants must be available to work at our New York offices at least three days per week.</p> <p>-----</p> <p>Experienced New York City venue operators and event coordinators are expanding their operations and seek motivated, energetic and outgoing new members to join their team.</p> <p>You are invited to apply for an internship position with one of New York's premier hospitality and event organizations. Our burgeoning hospitality empire includes a new restaurant, bar, nightclub and lounge. Those looking to advance their connections in one of the above fields are urged to apply.</p> <p>Our interns are given the opportunity to experience the hospitality and nightlife industries from the inside-out, with a hands-on approach allowing them to see how</p>

	<p>venues and events in New York are built and nurtured. Responsibilities of the job include: event planning, neighborhood outreach, email marketing, database management, list compilation, event coordination and assistance, reservation and venue management, social media and web upkeep, along with general office tasks. In attendance at our restaurants and daily/weekly events you will serve as a coordinator and host, maintaining an overall positive atmosphere.</p> <p>Those who apply must be serious about being a part of the hospitality scene in New York. The perfect applicant will be outgoing, able to accommodate many people and tasks at once, easygoing with superb communication skills, and capable of remaining professional and focused in an energetic environment under pressure. Interns regularly sit-in on meetings with clients, management, and owners. The events we produce cater to the art, music, fashion, and hospitality industries. This position is a fantastic way to build your contact base and network with other young and ambitious New Yorkers.</p>
<p><b>5. Manhattan Institute of Management</b>  <a href="http://www.mimusa.edu">www.mimusa.edu</a></p>	<p>The Manhattan Institute of Management, an international business school located in downtown Manhattan (<a href="http://www.mimusa.org">www.mimusa.org</a>), is now seeking help in its busy Marketing Department. Responsibilities of the position include:</p> <p style="text-align: right;"><b>RECRUITMENT</b></p> <ul style="list-style-type: none"> <li>● Significant market research assignments that help grow international network of partner universities and business schools <ul style="list-style-type: none"> <li>● Drafting of partnership agreements that lead to MBA joint ventures</li> </ul> </li> <li>● Telemarketing to prospective MBA students and international business schools <ul style="list-style-type: none"> <li>● Coordinate office mailings and other office duties</li> </ul> </li> <li>● Engage in web marketing/social media initiatives and competitive analyses <ul style="list-style-type: none"> <li>● <b>MARKETING</b> <ul style="list-style-type: none"> <li>● Creation of marketing materials, posters, banners <ul style="list-style-type: none"> <li>● Web marketing initiatives</li> <li>● Competitive analyses</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p style="text-align: right;"><b>ADMINISTRATIVE</b></p> <ul style="list-style-type: none"> <li>● Provide direct administrative, clerical and overall support to the Director of Marketing <ul style="list-style-type: none"> <li>● Making photocopies</li> <li>● Preparing/organizing student folders and files</li> </ul> </li> </ul> <p style="text-align: right;"><b>SKILLS REQUIRED</b></p> <ul style="list-style-type: none"> <li>● Ability to prioritize, strong problem solving skills and ability to multitask, capacity to take instructions and the initiative to get things done. <ul style="list-style-type: none"> <li>● Strong communication skills</li> <li>● Bachelor's Degree preferred</li> </ul> </li> <li>● Proficient in Microsoft Word, Excel, PowerPoint, and Outlook <ul style="list-style-type: none"> <li>● Strong attention to detail</li> </ul> </li> <li>● Excellent communication and organizational skills necessary</li> </ul>
<p><b>6. ProMed Personnel</b></p>	<p>Human Resource Internship either two or three full days a week.</p> <ul style="list-style-type: none"> <li>● 14-21 hours a week for Two Months</li> <li>● Will receive transportation reimbursement</li> </ul>

<http://www.promedpersonnel.com/home.htm>

- Used for references or college credit
- Will be helping to search resumes, pre-screening candidates for possible jobs, credentialing, and payroll, etc.

#### **Position Overview**

**ProMed** is seeking a social media intern to join our team. We're looking for someone who will embody the ProMed brand and represent it authentically across LinkedIn, Facebook, Twitter, Instagram and other social media channels. This person will learn community management and content management skills. He or she will assist in facilitating the curation and delivery of engaging social media content to ProMed's growing community.

The ideal candidate will be a self-starter. They will want to continuously grow content excited by the digital media and social media landscape. He / she will have a desire to understanding social media best practices, tools, and strategies. His / Her goal, along with the account team, is to drive growth through the delivery of addictive, shareable content that fosters social engagement. The role requires a flexible, resourceful, and detail-oriented person that loves working in a fast-paced environment.

#### **Responsibilities**

- Assisting in the daily collaboration with the creative team to create weekly posts for social media pages.
- Assisting in the daily moderation of community interactions including responding to follower comments, fostering dialogue, and escalating as needed to Director of Operations.
  - Work with the Director of Operations to brainstorm new ideas for content.
    - Understand and enforce proper usage of the client's brand voice.
  - Assist with creating KPIs for Facebook and other social platforms as needed.
    - Research cultural, industry, and brand relevant topics.
    - Monitor social media successes of competitive and relevant brands.
- Work with the Director of Operations to come up with ways to inspire internal and external teams.
- Monthly reports on social media trends, tools, emerging platforms, and internet culture.
  - You will become an expert in social media best practices and stay abreast of changes to social media platforms used.
- Assist managers with ongoing strategy on new ways to grow followers across all social channels.

#### **Desired Skills and Experience / Qualifications**

- 1-2 years relevant experience including working with, analyzing and optimizing social media platforms and community management.
- A love of social media. Passionate about creating content and cultivating fan engagement and growth.
  - Ability to make decisions independently and resourcefully.
    - Copywriting skills.
    - Proactive and strategic thinker.
    - Creative and analytical.
  - Relationships with bloggers and influencers a plus.

	<ul style="list-style-type: none"> <li>• Self-starter and, simultaneously, a team player.</li> <li>• Strong organizational skills and attention to detail.</li> <li>• Ability to thrive in a fast paced entrepreneurial environment. <ul style="list-style-type: none"> <li>• A distaste for the words “no” and “can’t”.</li> </ul> </li> </ul>
<p><b>7. DC3 Creates</b>  <a href="http://www.dc3creates.com/dc3wp">http://www.dc3creates.com/dc3wp</a></p>	<p>Young, fashionable and articulate individuals needed for outside sales and marketing position at an exciting new company with big ideas.</p> <p>You will be working in a team of two to put into practice outside sales and marketing strategies that will contribute immediately.</p> <p>You will be a brand representative, so passion and teamwork are both required traits.</p> <p>Please send resume and experience level in your response.  All experience levels welcome to apply.  Coupon and retail experience a plus.</p>
<p><b>8. Sign Us Labs</b>  <a href="http://www.signuslabs.com/">http://www.signuslabs.com/</a></p>	<p>Interested in a career in gaming? Know anything about Facebook, iOS, and Kindle? Company is looking for a college student for a summer internship - full or part time in a marketing position. This is great exposure for a possible future career in the game industry. Possible to extend into school year and we offer credit. We are looking for people excited about games, social networks, and emerging technologies. This is a marketing/sales internship with possible domestic travel.</p> <p><b>Your responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Market Research</li> <li>• Contact management</li> <li>• Writing business letters, advertising materials <ul style="list-style-type: none"> <li>• Possible domestic travel (expenses paid!)</li> <li>• Office admin</li> </ul> </li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Business or related major</li> <li>• MS Office especially Excel</li> <li>• Technology knowledge</li> <li>• Understanding of social networks</li> <li>• Understanding of mobile platforms: Android / iOS <ul style="list-style-type: none"> <li>• Interested in games/interactive media</li> <li>• Comfortable in a fast-paced environment</li> <li>• Market research knowledge</li> </ul> </li> </ul> <p>Russian speaking candidates encouraged.</p>
<p><b>9. Arch Global Advisors</b>  <a href="http://www.archglobaladvisors.com/">http://www.archglobaladvisors.com/</a></p>	<p>Location: Long Island City, NY  Industry: Financial Services  Job Type: Internship  Years of Experience: N/A</p> <p>This position will provide support to the office staff and will also be trained on some of the basics in Wealth Management and financial analysis</p> <p><b>Job Duties:</b></p>

	<ul style="list-style-type: none"> <li>• Answering and directing calls</li> <li>• Research stock performance</li> <li>• Identify industry trends across several vertical markets <ul style="list-style-type: none"> <li>• General office duties (faxing, copying,)</li> </ul> </li> <li>• Assist in ad-hoc reports and special projects as needed</li> <li>• Perform research on several subjects using the web and internal resources <ul style="list-style-type: none"> <li>• Prepare outgoing packages</li> <li>• Perform other duties as required</li> </ul> </li> </ul> <p style="text-align: right;"><b>Job Requirements:</b></p> <ul style="list-style-type: none"> <li>• A finance or economic major</li> <li>• Should be a 2<sup>nd</sup> year student</li> <li>• Strong written and verbal communications skills</li> <li>• Clerical, administrative management practices and procedures</li> <li>• Highly proficient in MS Office (word, excel, PowerPoint, outlook)</li> <li>• Ability to multi-task and handle short term deadlines and conflicting priorities <ul style="list-style-type: none"> <li>• Some financial experience preferred</li> </ul> </li> </ul>
<p><b>10. KVD NYC</b>  <a href="http://www.kvdnycinc.com">www.kvdnycinc.com</a></p>	<p>The Manhattan-based full-service branding agency founded by former In Style beauty director Kim-Van Dang in 2005 wants an enthusiastic, eager, professional person to join their growing team in the distribution and retail management department. If you're up to the task, you'll be working in a fast-paced, creative environment on the Upper East Side in New York.</p> <p>KVD NYC's extensive client roster includes hot fragrance house Maison Francis Kurkdjian — the chic perfumer behind Narcisco Rodriguez for Him and for Her and Lanvin Rumeur and Clark's Botanicals — Madonna AND Michelle Obama's skincare of choice!</p> <p>Intern duties will including overseeing EDI orders; placing no-cost and boutique orders; following up on delivery of goods; tracking inventory and returning damaged items; cataloguing and categorizing vendor violations from department stores; working closely with the warehouse to get refunds; plus helping to strategize on warehouse inventory replenishment.</p> <p>You should be proficient in Microsoft Office (Word, Excel, etc.) and QuickBooks. Attention to detail and the ability to think on your feet are a must. You should be a keen follower of the beauty and fashion industry (experience is a plus). This would be an excellent opportunity to grow within the branding, marketing and retail management field and learn the ins and outs of the beauty industry.</p>
<p><b>11. Little Airplane Productions</b>  <a href="http://www.littleairplane.com">http://www.littleairplane.com</a></p>	<p><u>TV production accounting internship</u>  (learning accounting software, checks cutting, filing, credit cards statements, labeling, etc.)  Little Airplane Productions, Inc. is an Emmy Award production company. We specialize in Pre-School TV show. We are currently looking for an individual who is energetic for accounting duties and passionate on Animation industry. S/he will assist our Accounting Department on various projects. All the duties will be closely monitored and supervised by upper division. Duties are listed as below:</p> <ul style="list-style-type: none"> <li>- Analyze financial data and business trends</li> <li>- Prepare company financial reports</li> </ul>

	<ul style="list-style-type: none"> <li>- Prepare monthly and annual financial forecasts</li> <li>- Update General Ledger daily</li> <li>- Manage and reconcile subsidiary accounts</li> <li>- Manage Accounts Payable and Accounts Receivable</li> <li>- Payroll</li> <li>- Tax preparation</li> </ul> <p><b>Skills/ Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Junior level or higher, GPA 3.0+</li> <li>- Completed minimum 4 accounting courses, with no less than B+</li> <li>- Excellent organizational skills</li> <li>- Strong analytical skills and detail-oriented</li> <li>- Can do attitude and listen to command</li> <li>- Quick learner</li> </ul>
<p><b>12. Village West Design</b>  <a href="http://www.villagewestdesign.com">http://www.villagewestdesign.com</a></p>	<p><b>Overview</b> Boutique interior design and architecture firm seeks self-motivated <b>marketing intern</b>.</p> <p><b>Description</b> Commitment 12-25 hours/week. Internship involves the creation, development and implementation of a specific marketing campaign or strategy to reach the firm's target audience. The right candidate will have the freedom to realize and actualize the final campaign, requiring candidate to:</p> <ul style="list-style-type: none"> <li>● research target market</li> <li>● create a marketing/advertising campaign or strategy</li> <li>● execute the campaign</li> <li>● evaluate the campaign</li> </ul> <p>Combined with hands-on involvement in other tasks and administrative assistance, candidate will have an incredible opportunity to gain first-hand knowledge and experience in marketing professional services in New York City through:</p> <ul style="list-style-type: none"> <li>● market and competitor research</li> <li>● managing and expanding social media outreach</li> <li>● working with Marketing Coordinator on overall strategic marketing plan and implementation</li> </ul> <p><b>Candidate</b> Academic background or work experience in marketing and/or business development and completion of at least 3 semesters of college coursework. Recent graduates or others with comparable experience welcome to apply. Candidate must be extremely well organized, observant and have great English skills. Ideal candidate is also:</p> <ul style="list-style-type: none"> <li>● smart, dedicated, and trustworthy</li> <li>● self-motivated, responsible and able to work independently</li> <li>● genuinely interested in design industry and/or marketing professional services</li> <li>● able to communicate clearly and concisely—both verbally and in writing</li> </ul> <p>Village West Design LLC is an equal opportunity company and welcomes all applicants.</p> <p><b>Compensation</b>  Unpaid; school or other institutional credit available; travel stipend available.</p>

	<p style="text-align: center;"><b>To Apply</b> Email resume and a cover letter answering the following:</p> <ul style="list-style-type: none"> <li>• What specific experience and/or skills do you have in marketing professional services? <ul style="list-style-type: none"> <li>• Why you are a good match for Village West Design?</li> </ul> </li> <li>• What interesting or unique skill(s) do you have outside of the field?</li> </ul> <p>At Village West Design, our mission is to increase value by harmonizing the strongest attributes of architecture and interior design to deliver contemporary spaces that are warm, inviting and reflect each client’s personal style.</p>
<p style="text-align: center;"><b>13. West Village Design</b></p>	<p><b>Overview</b> Boutique design firm specializing in interior architecture seeks self-motivated <b>interior design or architecture intern</b> during and/or outside of 2015 semester.</p> <p style="text-align: center;"><b>Description</b> Commitment 10-25 hours/week.</p> <p>Through hands-on involvement in a wide range of tasks, candidate will gain first-hand knowledge and experience of the design industry, client work, products/materials, building standards and construction.</p> <p style="text-align: right;">Tasks include:</p> <ul style="list-style-type: none"> <li>• product research and vendor communication <ul style="list-style-type: none"> <li>• managing and expanding design library</li> </ul> </li> <li>• administrative work, including order processing, vendor coordination <ul style="list-style-type: none"> <li>• site work, including dimensioning, progress photos and inventory</li> </ul> </li> <li>• assisting principal and other staff with client meetings and other aspects of architectural/interior design</li> </ul> <p><b>Candidate</b> Academic background or work experience in interior design or architecture and completion of at least 3 semesters of college coursework. Recent graduates or others with comparable experience welcome to apply. Ideal candidate is extremely well organized, intelligent, responsible and observant; has great verbal and written communication skills, as well as industry-specific computer skills; has own computer; and is able to work independently.</p> <p>Village West Design LLC is an equal opportunity company and welcomes all applicants.</p> <p style="text-align: right;"><b>Compensation</b></p> <p>Unpaid; school or other institutional credit available; travel stipend available.</p> <p style="text-align: center;"><b>To Apply</b> Email resume and a cover letter answering the following:</p> <ul style="list-style-type: none"> <li>• What specific experience and skills do you have in design? <ul style="list-style-type: none"> <li>• Why you are a good match for Village West Design?</li> </ul> </li> <li>• What interesting or unique skill(s) do you have outside of the field?</li> </ul>
<p style="text-align: center;"><b>14. Company Agenda</b> <a href="http://www.companyagenda.com">http://www.companyagenda.com</a></p>	<p>We are seeking an intern eager to learn, and possibly gain school credit from experience handling projects at a busy PR agency in downtown Manhattan. These projects include, but are not limited to: clothing/accessory sample traffic, press mailings, answering phones, database maintenance, running errands, assisting on special projects such as events or photo shoots, and learning a who's who in the industry. An interest in fashion or art is key, and an interest in magazines, news, and culture is also important.</p> <p>The ideal candidate should be available at least 3 days a week (hours are flexible if necessary), and be friendly, enthusiastic, quick on their feet, responsible, organized and</p>



	<p style="text-align: right;">resourceful.</p> <p>We are looking for someone to start very soon so as to be well-versed in time for Fashion Week (September 8-15). You will be an integral part of our team during this time!</p> <p>Company Agenda is a full-service public relations firm specializing in fashion, art, publishing, events, interiors, and design. Representing over 15 fashion collections, in addition to specialized art and publishing clients, the agency handles a wide range of companies and special events targeting New York City fashion and art worlds.</p>
<p><b>15. Ray Showroom</b>  <a href="http://rayshowroom.com/">http://rayshowroom.com/</a></p>	<p>I have a wholesale showroom in the fashion business. It would be for sales assistant and administrative stuff in office.</p>
<p><b>16. American Stitch</b>  <a href="http://www.americanstitchusa.com">www.americanstitchusa.com</a></p>	<p style="text-align: right;"><b>Who are we:</b></p> <p>A young men’s contemporary clothing line carrying edgy and unique outerwear, shorts, and polo.</p> <p style="text-align: right;"><b>What we are looking for:</b></p> <p>We are coming off a very successful season and are looking for interns who are seeking hands on experience and an opportunity to grow with a young company. We pride ourselves on our already existing clientele that includes but not limited to Nordstrom, Von Maur, Atrium etc; This is a unique opportunity to learn the ins and outs of the whole sale fashion world, while making key contacts and gaining invaluable knowledge within this industry. You will be involved in all aspects of the business from day to day dealings with corporate clients, organizing and maintaining the showroom in Manhattan, and coordinating the runway shows during NY, LA, and Miami fashion week.</p> <p>Interns will play a significant part in developing samples/lines for Spring &amp; Summer 2012. You must also be able to do some light traveling as we attend several fashion trade shows a season in Las Vegas, LA, NY, and Miami. This is a once in a lifetime opportunity!</p> <p style="text-align: right;">Requirements:</p> <ul style="list-style-type: none"> <li>● Strong interpersonal skills</li> <li>● Outgoing, can-do attitude <ul style="list-style-type: none"> <li>● Strong work ethic</li> </ul> </li> <li>● Must be available to start immediately</li> <li>● Must have a strong desire to work in fashion and sales</li> </ul>
<p><b>17. Northern-Spy Records</b>  <a href="http://northern-spy.com/category/home">http://northern-spy.com/category/home</a></p>	<p style="text-align: right;"><b>Responsibilities could include:</b></p> <ul style="list-style-type: none"> <li>● Release Marketing</li> </ul> <p>The preparation and implementation of new release marketing campaigns to print press, blogs, social media, radio and retail outlets through email, phone and by visiting brick and mortar retail locations.</p> <ul style="list-style-type: none"> <li>● Event &amp; Tour Booking, Production and Marketing</li> </ul> <p>An extension of release marketing; Contacting venues to set up events, organization of special events such as record release shows and showcases, the marketing of tours and events to local listings regionally and organizing retail and radio appearances and cross promotions.</p> <ul style="list-style-type: none"> <li>● Production</li> </ul> <p>Project management, communicating with multiple vendors to meet release deadlines, package art layout and proofing, assembly of components.</p>

	<ul style="list-style-type: none"> <li>● Licensing &amp; Synch</li> </ul> <p>The soliciting of music supervisors and synchronizations companies for use of our master catalog in film and TV</p> <ul style="list-style-type: none"> <li>● Accounting</li> </ul> <p>Maintaining accurate sales and expense records, sending reports to artists and creating budgets and projections for funding purposes</p> <ul style="list-style-type: none"> <li>● Shipping</li> </ul> <p>The fulfillment of web, store and distributor order and the mailing of promotional materials.</p>
<p><b>18. Ken Jones Photography</b> <a href="http://www.ke&lt;br/&gt;njonesnyc.com">http://www.ke njonesnyc.com</a></p>	<p>Established NYC fashion/beauty/commercial photographer Ken Jones seeks photography interns with administrative skill and graphic design background, Photoshop experience is a plus. Must be able to start immediately. Hours are flexible. candidates with full-time availability are ideal.</p>
<p><b>19. Hugh Zaretsky</b> <a href="http://hughzare&lt;br/&gt;tsky.com/">http://hughzare tsky.com/</a></p>	<p>We are a real estate investment company. We focus on investing in properties across the US and training real estate investors. We need help in a couple of different areas and can offer a flexible schedule as well. We are looking for interns with good communication skills and social media skills.</p> <p style="text-align: right;"><b>Intern Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Coordinate scheduling for our trainings and events (Locally and in other cities)</li> <li>● Improve our social media platform - (Facebook, Twitter, LinkedIn, YouTube, etc.) <ul style="list-style-type: none"> <li>● Help develop our Monthly Newsletter to send to investors.</li> </ul> </li> <li>● Some administration responsibilities (phone, calendar and coordinate events) <ul style="list-style-type: none"> <li>● Develop Marketing campaigns</li> </ul> </li> </ul> <p>In addition our interns are invited to be part of our property negotiations and raising capital meetings. They will get experience putting together events/trainings and real life deals.</p>
<p><b>20. NYC Short Lease</b> <a href="http://nycshortl&lt;br/&gt;ease.com/">http://nycshortl ease.com/</a></p>	<p style="text-align: right;"><b>Description</b></p> <p>NYC Short Lease is unique boutique real estates firm specialized in corporate housing solution.</p> <p style="text-align: right;"><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Coordinate online marketing and advertising campaigns and update Web sites <ul style="list-style-type: none"> <li>● Discover new business opportunity abroad and in the US <ul style="list-style-type: none"> <li>● Email Marketing Management</li> <li>● Initiation to SEO basics and PPC</li> <li>● Collaborate with the CMO</li> </ul> </li> <li>● Organize staff and campus coordination and community outreach</li> </ul> </li> </ul> <p style="text-align: right;"><b>Requirements</b></p> <ul style="list-style-type: none"> <li>● Provide links to 1-3 social networking profiles to demonstrate interest and knowledge</li> <li>● Possess skills in writing, presentation, interpersonal relations, and customer management <ul style="list-style-type: none"> <li>● Interested in Real Estates Careers (Marketing Division)</li> </ul> </li> </ul>

<p><b>21. Lehach and Filippa</b>  <a href="http://lflawgroup.com/">http://lflawgroup.com/</a></p>	<p>Our clients range from asylum seekers to international artists seeking to perform in the USA. Interns will become familiar with business immigration, family immigration, asylum, battered spouse cases, criminal immigration issues and court litigation.</p> <p>Our interns will gain experience drafting many types of letters, forms, affidavits, applications and motions. Interns will learn to properly serve documents, and will be able to observe litigation preparation and court hearings.</p> <p>This internship is unpaid but we will provide monthly travel stipend. Firm attorneys are casual, encourage questions and very approachable. Hours are flexible.</p>
<p><b>22. NY Habitat</b>  <a href="http://www.nyhabitat.com">http://www.nyhabitat.com</a></p>	<p style="text-align: right;"><b>Legal Internship</b></p> <p>At New York Habitat, you will:</p> <ul style="list-style-type: none"> <li>• Work closely with and under the supervision of our Legal Compliance Department on cases and legal issues</li> <li>• Learn how to research and verify official documentation such as Deeds, Leases, and Certificates of Incorporation etc. for the listing approval process. <ul style="list-style-type: none"> <li>• Assist with research of general business and legal issues.</li> </ul> </li> <li>• Learn how to handle general customer service complaints and/or issues</li> </ul>
<p><b>23. State Farm Insurance</b>  <a href="http://www.statefarm.com">www.statefarm.com</a></p>	<ul style="list-style-type: none"> <li>• Calling clients for past due billing</li> <li>• Calling clients for underwriting documents</li> <li>• Assisting sales team members with underwriting phone calls</li> <li>• Correcting &amp; resolving payment account issues for clients <ul style="list-style-type: none"> <li>• Scanning, faxing, shredding</li> </ul> </li> <li>• Contacting prior insurance carriers for information</li> </ul> <p style="text-align: right;"><b>Position Overview</b></p> <p>A Successful State Farm Agent is seeking a qualified professional to join their winning team for the role of Insurance and Financial Services Position - State Farm Agent Team Member (Bilingual in Spanish or Chinese is preferred). P&amp;C or Life insurance license is a plus.</p> <p>If you study hard and work hard, if you are self-motivated, if you want to gain valuable experience, apply the job to join us now. Both Full-time and Part-time are welcome!</p> <p style="text-align: right;">As an Agent Team Member, you will receive...</p> <p style="text-align: right;">Salary plus commission/bonus  Paid time off (vacation and personal/sick days)  Flexible hours  Health Insurance  Retirement</p> <p style="text-align: right;">Growth potential/Opportunity for advancement within our office.</p>
<p><b>24. Globe Entertainment</b></p>	<p style="text-align: right;">MARKETING INTERNSHIP</p>

<p><a href="http://www.globeent.com">www.globeent.com</a></p>	<p>Globe Entertainment (globeent.com ) is an events production company with an artist management division located inside the famous Kaufman Studios (www.kaufmanastoria.com ). Globe's successful productions of theater, dance and variety shows in venues ranging from the House of Blues, Roy Thomson Theater, Terminal 5 to the highly esteemed Metropolitan Opera House in NYC.</p> <p>Start date- Immediate  Schedule- 11am-5pm, 2 days a week out of our Kaufman Studios office  This is an unpaid internship that may grow into a full time position  College credit is offered  Paid freelance work and/or referrals for full time positions are possible where appropriate  Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Managing social media accounts of our artists</li> <li>• Doing online research and databasing information</li> <li>• Assisting in daily tasks related to our concert productions</li> </ul>
<p><b>25. Six Summit Gallery</b>  <a href="http://www.sixsummitgallery.com/">http://www.sixsummitgallery.com/</a></p>	<p>We are a diverse art gallery that does art shows/events in NYC and CT. Currently we are planning an exclusive private show and reception on one of the most exclusive properties in NYC. We are seeking interns who wish to gain knowledge in marketing, branding, association, sponsorship, and more. We are also producing a music related movie which involves the late legendary record giant Bert Berns. The internships require the candidates be able to work in more than one office in NYC and have access to phone and computer if they are able to work from home. We have had great success with MIM in the past and hope to continue our relationship.</p>
<p><b>26. Tuckner Sipser, Weinstock, and Sipser</b>  <a href="http://womensrightsnyc.com">http://womensrightsnyc.com</a></p>	<p>We are an employment discrimination law firm handling all forms of workplace matters (specializing in Women's Rights in the Workplace). This unique internship allows you the opportunity to gain the varied skills required for a well-rounded career in the Law. Responsibilities include: interacting with clients from initial intake to final disposition of their case, all forms of legal writing including demand letters, document preparation, filing charges, complaints and motions, trial preparation; interns are invited to attend depositions, mediations, and accompanying attorneys to court for arguments and trials. Candidates are people with strong writing skills, willing to be accountable, enjoy working on a team, have an interest in exploring the legal profession or broadening their experience and a desire to make a difference in the lives of our clients. Semester after semester our interns tell us this was the most amazing experience.</p> <p>Who should apply: law students, law graduates, paralegals and college students  There is a learning curve, so for it to be beneficial for both of us, you need to commit for one full semester 3-5 days per week.</p> <p>Office hours are Monday-Friday 10am-6pm and we are flexible in setting up schedules within that time period. We have immediate openings.  Spanish as a second language a plus.  Please forward your resume and cover letter ASAP.</p>
<p><b>27. Lampert Capital Markets</b>  <a href="http://www.lampertcm.com">www.lampertcm.com</a></p>	<p style="text-align: right;"><b>Stockbroker Trainee (Midtown)</b></p> <p>Rapidly growing Madison Avenue brokerage firm seeks motivated individuals for trainee and account executive positions. Phone sales experience required. Work alongside seasoned professionals. Rapid advancement opportunity and unlimited earnings potential. Will sponsor for Series 7 ... current Series 7 registration a plus. Must be proficient in</p>

	<p style="text-align: right;">English, and articulate.</p> <p style="text-align: right;">Lampert Capital Markets 477 Madison Ave 2nd floor New York , NY 10022</p> <p><b>Lampert Capital Markets</b></p> <p style="text-align: right;"><a href="http://www.lampertcm.com">www.lampertcm.com</a> <b><u>Marketing and Communications Intern</u></b></p> <p>Lampert Capital Markets, Inc. is an emerging investment banking firm providing institutional and retail clients with a broad array of investment and financial products. Founded in 1998, on the traditional values of integrity, candor and service, Lampert provides advanced, highly targeted institutional grade products and services to institutions and select individual clients.</p> <p>Lampert seeks a dynamic self starter to assist with our marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while helping to establish LCM’s media presence.</p> <p style="text-align: center;"><b>Responsibilities include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>● The selected candidate will be responsible for assisting and supporting the Marketing department with a variety of marketing and media initiatives</li> <li>● Draft, distribute and pitch news and press releases, media alerts and other stores <ul style="list-style-type: none"> <li>● Update Lampert’s website as needed</li> </ul> </li> <li>● Collaborating with staff on new ideas, directions and venues for marketing and communications</li> <li>● Plan and facilitate Marketing Committee meetings including distributing agenda and taking minutes</li> </ul> <p style="text-align: right;"><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>● Firm grasp of available marketing tools and platforms</li> <li>● Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Knowledge of HTML, Photoshop and graphic design a plus <ul style="list-style-type: none"> <li>● Ability to communicate in a professional manner</li> </ul> </li> <li>● Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi task and meet deadlines</li> </ul> <p style="text-align: center;"><b>Compensation:</b> This is an <b>Unpaid</b> internship for a maximum of 6 months</p>
<p><b>28. Zac Posen</b> <a href="http://www.zacposen.com">http://www.zacposen.com</a></p>	<p>Identifying and organizing fabrics by type, sending out color cards and pitch sheets to the fabric mills for development, providing instruction and feedback to mills regarding strike offs and trials, checking fabric hand, weight and colors upon receipt of fabric lengths.</p>

- Source or develop substitute fabrics for production when necessary. Work with production factories and the sample room to adjust layouts, width or direction to improve yields. Communicate all instructions to mills.
  - Negotiate with vendors to establish better terms, prices and delivery for production fabrics.
- Communicate effectively with mills to ensure successful delivery of all sample and production fabrics.
  - Maintain fabric delivery chart with all fabric information and details.
    - Maintain fabric archive and reference library.

**Zac Posen Public Relations Internship Summer 2014**

Zac Posen's Public Relations department is looking for interns for Summer 2014

- Our ideal applicant is organized, assertive and bright and exudes a willingness to learn in a fast-pace environment.
  - Responsibilities include (but not limited to):
    - Managing clothing samples and inventory
    - Sending materials out for editorial coverage
      - Tracking press mentions
      - Assisting the Executive Assistants
      - General Office Duties

**Academic credit is not required. Please keep in mind that this is a non-paid position requiring 3 full workdays per week.**

**Wholesale Internship**

We are looking for interns to work with the Sales team at the corporate office of Zac Posen/House of Z in New York. Someone who is self-motivated, able to multi-task, can work in a fast paced environment, responsible, organized and professional. Responsibilities will include, but are not limited to:

- Assisting with our day to day operations including presentations, castings, market appointments, worldwide events
  - Spearheading the maintenance and organization of inner office functions
- Sell-through analysis, report development in Excel, and other operating systems
  - Weekly merchandising of our showroom as well as our major points of distribution in Manhattan and NY area (Saks, Bergdorf, Neiman Marcus...)
- Experience using Excel, Word, Outlook, and PhotoShop and experience in the fashion industry are a plus

We are interested in hiring for the available intern position immediately for the Fall of 2013.

**Executive Assisnant/Social Coordinator Internship at Zac Posen**

	<ul style="list-style-type: none"> <li>● House of Z LLC / Zac Posen is currently seeking an Public Relations intern to support an Executive Assistant/Social Coordinator. <ul style="list-style-type: none"> <li>● Roles &amp; Responsibilities include: <ul style="list-style-type: none"> <li>● Assist on VIP initiatives</li> <li>● General office duties</li> <li>● Preparing research</li> </ul> </li> <li>● Maintaining schedule of meetings/events <ul style="list-style-type: none"> <li>● Managing correspondence</li> </ul> </li> </ul> </li> </ul> <p style="text-align: right;"><b>Requirements include:</b></p> <ul style="list-style-type: none"> <li>● Highly organized &amp; professional</li> <li>● Have a great understanding of priority and time management <ul style="list-style-type: none"> <li>● Keen on undertaking complex tasks</li> <li>● Pay strong attention to detail</li> </ul> </li> <li>● This is an unpaid internship requiring to commit 2-3 days a week <ul style="list-style-type: none"> <li>● Interns must be able to start immediately</li> </ul> </li> </ul> <p style="text-align: right;"><b>Design Internship Requirements</b></p> <ul style="list-style-type: none"> <li>● Basis Pattern Knowledge</li> <li>● Computer knowledge-Microsoft Excel</li> </ul> <ul style="list-style-type: none"> <li>● Deal with domestic and overseas sewing contractors, vendors and costumers <ul style="list-style-type: none"> <li>● Buying and sourcing trims and fabric</li> </ul> </li> <li>● Motivated team player, reliable and ability to multi-task is a must</li> </ul> <p style="text-align: right;"><b>Job Description</b></p> <ul style="list-style-type: none"> <li>● Assisting with preparing Fabric and Trim packs for Contractors <ul style="list-style-type: none"> <li>● Filing, sorting and organizing production purchases</li> <li>● Learning the full from Design to Production</li> </ul> </li> </ul> <p style="text-align: right;"><b><u>Design Internship</u></b></p> <p style="text-align: right;"><b>Requirements</b></p> <ul style="list-style-type: none"> <li>● Basis Pattern Knowledge</li> <li>● Computer knowledge-Microsoft Excel</li> </ul> <ul style="list-style-type: none"> <li>● Deal with domestic and overseas sewing contractors, vendors and costumers <ul style="list-style-type: none"> <li>● Buying and sourcing trims and fabric</li> </ul> </li> <li>● Motivated team player, reliable and ability to multi-task is a must</li> </ul> <p style="text-align: right;"><b>Job Description</b></p> <ul style="list-style-type: none"> <li>● Assisting with preparing Fabric and Trim packs for Contractors. <ul style="list-style-type: none"> <li>● Filing, sorting and organizing production purchases.</li> <li>● Learning the full from Design to Production.</li> </ul> </li> </ul>
<p><b>29. Teaching House</b>  <a href="http://www.teachinghouse.com">www.teachinghouse.com</a></p>	<p>A provider of University of Cambridge teacher training qualifications, is looking for a dynamic, proactive intern to join our team at our New York office.</p>

	<p><b>The candidate must be:</b>          Fluent in English          Passionate about helping others          Goal-orientated          Proactive          Independent          Organized</p> <p><b>Responsibilities include:</b>          Welcome students and visitors.          Create a positive first impression by helping students and visitors or getting them to the right person who can help.          Enroll Teaching Practice students.          Prepare Teaching Practice registers in time for course start dates.          Maintain electronic attendance records on a daily basis.          Help traffic Teaching Practice students to the right rooms.          Maintain money for Teaching Practice students.          Mail out Cambridge certificates and other school documents.          Answer the phone.          Manage Facebook, Twitter, and IH Blog.          Operate a weekly stock control system for office supplies.          Assist Director of Teaching House when necessary.          Assist teachers when necessary.          Keep reception area clean.          Keep classrooms organized and clean.  <b>Hours 8am-5pm with a one hour lunch break.</b></p>
<p><b>30. MRTA Design Construction</b>  <a href="http://www.mrtadesign.com/">http://www.mrtadesign.com/</a></p>	<p>Flatiron NYC small office specializing in interior design &amp; construction management is seeking someone who is looking to gain PRACTICAL work experience to build their resume. If you have the needed school skills and strong work habit and intelligence, this internship can give you the needed experience to find a future career job you will be seeking in your professional field.</p> <p>Your development in our office environment will provide you the know-how and organization skills in the following 3 areas:</p> <p>Web Design: project management of programmer - files &amp; freelance programmer, data/images input          Architectural: technical design and research development</p> <p>Construction Management - small projects: review of Archt plans &amp; schedule work scope, estimating project trades &amp; materials, client opportunity- site visits</p> <p>Office Administrative: library updates, marketing (google add words, facebook, SEO web, etc), procedures</p> <p>Following qualifications are desired:</p> <ul style="list-style-type: none"> <li>● Intelligence &amp; a sense of humor</li> </ul>



	<ul style="list-style-type: none"> <li>● Enthusiasm or interest in development, architecture, interiors, construction, product design development and real estate <ul style="list-style-type: none"> <li>● Writing &amp; communication skills: phone calls, office communication, etc.</li> </ul> </li> <li>● Learn about business development strategies and design ideas implementation <ul style="list-style-type: none"> <li>● Entrepreneurial spirit!</li> <li>● Past work experience is a big PLUS</li> </ul> </li> <li>● Software knowledge: Word, Excel, Cad, Rhino, Illustrator/Photoshop &amp; more</li> </ul>
<p><b>31. Ernest and Alexander</b>  <a href="http://www.ernestalexander.com/">http://www.ernestalexander.com/</a></p>	<p style="text-align: center;"><b>Internship Program &amp; Employment Opportunities</b></p> <p>We run a fun and fast-paced internship program for the Spring, Summer and Fall semesters. Interns are typically current or recent college graduates who are interested in any of the following areas:</p> <p style="text-align: right;">Design  Production  Merchandising  PR &amp; Marketing  Photography</p> <p style="text-align: center;"><b>Ernest and Alexander, <a href="http://www.ernestalexander.com/">http://www.ernestalexander.com/</a></b></p> <p>Ernest Alexander, launched four years ago with the vision of creating perfect men’s bag. Rugged enough to withstand wear but refined in its looks and crafted with perfection. What started as a messenger bag has now grown to a full collection of bags, shirts, small goods, clothing and accessories, all made in the same tradition. Clean lines. Heritage materials. Authentic finishes. Functionality. Hard-to-find fabrics. These are the things that make for a distinctive, wearable experience. “I believe that the way we make things is equally as important. That’s why our collection is manufacture in the U.S.A.”</p> <p>This internship provides a privileged opportunity to work in a creative &amp; flexible environment. We are seeking interns who are highly creative dependable, self-starters, independent thinkers and with enthusiasm and have great innovative ideas. This is a great opportunity for someone looking to gain professional experience in design, production and the developing stages of creating a collection. Must be able to work in a fast pace environment.</p> <p style="text-align: right;"><b>Responsibility:</b></p> <p>Help the design and production team prepare for the next collection and current production.</p> <p style="text-align: right;"><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>● Design major or related concentration a must.</li> <li>● Working knowledge of Adobe Illustrator and Photoshop</li> <li>● Knowledge of apparel design/ accessories production basics, <ul style="list-style-type: none"> <li>● Strong communication and organizational skills</li> <li>● Effective time management and prioritization skills</li> </ul> </li> </ul> <p style="text-align: center;">Proficiency in Photoshop, Illustrator, and Microsoft Excel is preferred.</p>

	<p>The candidate will receive great networking opportunities and real work for your portfolio/resume. This is a non-paid and flexible with schedule.</p>
<p><b>32. Reboot Computer Services</b>  <a href="http://www.rebootcs.com/">http://www.rebootcs.com/</a></p>	<p>Interns wanted for Web and Computer company. You will learn as well as helping us grow certain aspects of our business. Please read entire post for details. Interns get a unique opportunity with a company that has been in business for 18 years with hundreds of clients. Primary learning opportunities and duties include:</p> <ul style="list-style-type: none"> <li>Web SEO and social media marketing</li> <li>Web development and research.</li> <li>Uploading and editing web media and videos.</li> <li>Editing current websites.</li> <li>Web Security</li> </ul> <p>Web technologies - WP, Joomla, Drupal, php, mysql, python, html, smarty, bookmarking, keyword density and keyword optimization.</p> <ul style="list-style-type: none"> <li>Adobe Photoshop</li> <li>Final Cut</li> <li>Adobe Flash</li> </ul> <p>Note - We'll also be giving incentives for performance and the Ability to create your own online business from our Mall Platform for free.</p> <ul style="list-style-type: none"> <li>Apple support, integration.</li> <li>Xsan</li> <li>PodCast producer</li> <li>Final Cut Server</li> <li>Quick time streaming.</li> <li>Backup technologies</li> <li>Imaging and deployment.</li> </ul> <ul style="list-style-type: none"> <li>Windows support and integration</li> <li>Active Directory</li> <li>DNS</li> <li>DHCP</li> <li>Networking metrics.</li> <li>Imaging and troubleshooting.</li> </ul> <p>Candidates if you are in college, check with your coop dept about receiving credit for this opportunity. All promising candidates may be offered part time or even full time employment after a term of at least 3 months of internship depending upon their progress and abilities.</p> <p>The minimum requirements for this internship:</p> <ul style="list-style-type: none"> <li>• Willingness to learn and ability to work with a team or independently. <ul style="list-style-type: none"> <li>• Basic understanding of web technologies.</li> <li>• Basic understanding of computers</li> <li>• Background in webdesign or Apple a plus.</li> </ul> </li> <li>• At least 8-16 hours per week (please reply with times available)</li> </ul>
<p><b>33. Intead.com</b></p>	<p><b>International Marketing, Social Media Part-time Opportunity</b></p>

[www.intead.com](http://www.intead.com)

Interested in a long-term career in digital media and marketing. Gain exposure to marketing functions in a startup international firm focused on the academic market. International Education Advantage, LLC, is building a suite of interactive tools and digital media to help US-based universities and colleges attract, recruit, orient and retain domestic and international students. ([www.intead.com](http://www.intead.com))

Strong consideration of international students with language skills (e.g. Chinese, Vietnamese, Portuguese, etc) and in-country exposure to social media experience. Requires practical training permission. We are looking for junior or senior undergraduate students, or first/second year graduate students.

Timeframe: Semester part-time (10 - 15 hours), summer can be full-time

**Duties and Responsibilities**

- Writing, editing review of online marketing materials, blogs, landing pages
- Set up and management of social media activities
- Special marketing projects: preparation of pod cast series, drafting project summaries and other content for digital marketing materials and new products
- Research on various international education topics
- Analysis work can be added to the responsibility

**Skills Sought**

- Motivation, energy, diligent work ethic
- Excellent communication and strong writing skills
- Knowledge of social media platforms desirable, wordpress and/or Hubspot
- Greatly encourage taken the Hubspot entry certification <http://bit.ly/XpxkBp>
- Attention to detail, even while under pressure
- General understanding of the field of marketing and audience segmentation
- Knowledge of social media and comfort with learning to use new online tools
- Knowledge of standard office software – Windows and Mac environments

**Education and Qualifications / Helpful are:**

- Academic pursuits that require research, writing and information management skills.
- Interest in exploring or pursuing a business management and/or marketing career.
- Prior office experience
- International travel/study experience
- Will consider international students with the appropriate internship permissions

**About Us**

International Education Advantage, LLC, has offices in Boston, New York City and Cleveland, OH as well as partner staff resources in India and China. We are a virtual team, utilizing SKYPE and cloud technologies extensively. The invigorating office environment is home to a range of marketing, technology and academic professionals with a clear focus and intense intellectual curiosity. We enjoy figuring things out, thinking big and sweating the details. Serving the client is paramount. Creating a space where excellent client service is an enjoyable endeavor is essential. Beware, as a startup, our website is still a work in progress. See [www.intead.com](http://www.intead.com)

<p><b>34. Gotham Artists</b>  <a href="http://www.gotham-artists.com/">http://www.gotham-artists.com/</a></p>	<p>Gotham Artists is an agency that books speakers, comedy, and music for corporations and colleges.</p> <p>We are looking for an Intern who is interested in learning about the events and entertainment industry. The applicant should be able to juggle multiple tasks (both big and small), have excellent phone skills, and have a keen understanding of current events, politics, business, pop culture, and comedy.</p> <p>Interns will be needed for about 15-20 hours per week (3 1/2 days per week) - Intern tasks include: assisting the agents, updating client information, mailing letters, going to the bank, coffee runs, filing, etc.</p>
<p><b>35. EmerginC</b>  <a href="http://www.emerginc.com/">http://www.emerginc.com/</a></p>	<p>emerginC Marketing Internship</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Prioritize and get projects done efficiently and organized.</li> <li>● use Microsoft Word, Excel, PowerPoint, Publisher and Outlook</li> <li>● Market through social media websites i.e.: Facebook, twitter, linked in <ul style="list-style-type: none"> <li>● Assist in graphic design work</li> </ul> </li> <li>● Create marketing material for weekly, monthly and quarterly promotions</li> </ul>
<p><b>36. National Securities</b>  <a href="http://www.nationalsecurities.com/">http://www.nationalsecurities.com/</a></p>	<p>At National Securities the broker trainee will be responsible for selling financial products and services to clients for investment purposes. To perform the job duties the candidate will study market conditions, market regulations, industry compliance, and financial suitability for clients. Knowledge of securities, investment plans, and market conditions, will all be taken into consideration when creating strategies for clients.</p> <p>We prefer our stock brokers/financial advisors to have Bachelor's degrees in Business and or Economics along with some relevant experience but it is not required. We impose these requirements to successfully carry our complex and high-level duties of this professional position. An individual, who meets both the education and experience requirements, will be able to immediately perform the task of the positions offered.</p>
<p><b>37. Committee of French Speaking Societies</b>  <a href="http://www.cafusa.org">www.cafusa.org</a></p>	<p><b>Communication officer - Committee of French Speaking Societies, Inc. in New York</b></p> <p><u>Overview</u></p> <p>Founded in 1924, the Committee of French Speaking Societies is a Not for profit organization, which includes 69 French and French speaking associations in the New York area. The Committee's purpose is to strengthen the French---American bonds of friendship and to promote French and French Speaking culture in New York. The Committee also encourages the dissemination of information within the French and French speaking community in the New York area. Each year, the Committee coordinates and co---organizes various events such as the Bastille Day Ball, a parade, Taste of France, or the year---end Cocktail held at the consulate.</p> <p><u>Missions</u></p> <ul style="list-style-type: none"> <li>● Assist in the Management of the Committee and in its relationship with the 69 Members/associations. <ul style="list-style-type: none"> <li>○ Agenda of Meetings.</li> <li>○ Meetings with the Associations held at the French Consulate.</li> <li>○ Contacts with the leaders of the French community.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Complete the organization of various events organized or co---organized by the Committee in several aspects: <ul style="list-style-type: none"> <li>○ Detailed planning of the event</li> <li>○ Management of the budget of the event <ul style="list-style-type: none"> <li>○ Find sponsors</li> </ul> </li> <li>○ Preparation and management of the guest list</li> <li>○ Serve as community manager (Facebook, Twitter) <ul style="list-style-type: none"> <li>○ Management of the promotion of the event</li> </ul> </li> </ul> </li> <li>○ Work in partnership with various parties: the consulate, the members/ associations of the Committee...</li> <li>● Work on the communication strategy of the Committee in ensuring the visibility of the Committee and its members/ associations <ul style="list-style-type: none"> <li>● Web marketing and management of advertising space on the Committee's website</li> </ul> </li> </ul>
<p><b>38. Beauty Within TV</b>  <a href="http://beautywithintv.com/">http://beautywithintv.com/</a></p>	<p>At this time, Beauty Within requires web designer or journalism intern since we are branching into a digital magazine. We seek web designers (will receive pay stipend), editorial journalist and social media (Interns).</p> <p>We are looking for a student intern for magazine layout design for the web. Must have own computer with Adobe Illustrator, Creative Design Suite and Photoshop. This is an stipend paid position including college credit, with lots of opportunity to gain a wealth of experience. The intern will be involved with creating and implementing digital artwork for web and for print.</p> <p>Requirements: Major(s): Graphic Design, Web Design, Software Development, Marketing, Advertising, Public Relations, Mass Communications, Strategic Communications, Digital Communications and Multimedia, Media, Communications Technology-General, Broadcasting, Radio &amp; Television Tech, Journalism, Organizational Communications</p> <p>Class level: Undergraduate Junior, Senior, Graduate or Post-Graduate.. Experience with graphic and web design is required. Knowledge of HTML, php, or any kind of web coding is a major plus but not required.</p>
<p><b>39. Haute Hippie</b>  <a href="https://www.hautehippie.com">https://www.hautehippie.com</a></p>	<p style="text-align: right;"><b>Design Internship</b></p> <p>HAUTE HIPPIE, a small yet up and coming, thriving contemporary brand based in NYC's fashion district is seeking intelligent, detail-oriented, versatile, and dedicated Design interns for FALL 2013. This internship is for SCHOOL CREDIT.</p> <p style="text-align: right;"><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>● Basic knowledge of garment construction</li> <li>● Basic knowledge of Photoshop and Excel</li> <li>● Fashion design and hand sewing experience <ul style="list-style-type: none"> <li>● Ability to hand draw sketches</li> <li>● Ability to come in for an interview</li> <li>● Availability of 2 or more days a week</li> </ul> </li> </ul> <p style="text-align: right;"><b>Expectations/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Sourcing fabrics, trims, and notions</li> <li>● Maintaining and updating fabric, trims, and notion libraries</li> </ul>

	<ul style="list-style-type: none"> <li>• Studio maintenance and organization</li> <li>• Updating flat sketches</li> <li>• Hand sewing embroidery/embellishments</li> </ul>
<p><b>40. Attitude Apparel, Inc.</b>  <a href="http://www.attitudeclothingbrand.com/">http://www.attitudeclothingbrand.com/</a></p>	<p><b>Attitude Apparel Inc. is a new and exciting lifestyle clothing brand based in Brooklyn, NY. We focus on making different types of hats and tops for men and women. At Attitude Apparel we are more about our message, and our clothes speak that message. Our message is that everyone in themselves has the power to be creative, strive for more in life, and just be themselves. That's what having an Attitude is all about.</b></p> <p>We are looking for interns in the marketing field. Our interns will be deeply involved in the day to day responsibilities within their department. This is an in-depth internship and a competitive one. It is UNPAID, but compensation is included. You will be given an unlimited monthly Metrocard. With successful completion of the program each intern has the chance to become a paid employee. Each internship lasts for 3 or 6 months depending on the intern.</p> <p style="text-align: right;"><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Developing new marketing strategies for the seasons.</li> <li>• Coordinating events within the department (spring/summer 14 bash) <ul style="list-style-type: none"> <li>• Working with event spaces and third party planners.</li> <li>• Developing strategies that boost sales.</li> </ul> </li> </ul>
<p><b>41. MIN New York</b>  <a href="http://minnewyork.com/">http://minnewyork.com/</a></p>	<p>We have an exclusive clientele of International travelers, so we are hiring for experienced Retail Associates to better communicate with them. If you are passionate about fragrances, fashion, beauty/grooming, or have been in the hospitality industry, you will love this opportunity! Must have a passion for storytelling and well-made products.</p>
<p><b>42. Jenny Chase, Inc.</b>  <a href="http://www.jennychaseinc.com">www.jennychaseinc.com</a></p>	<p>This internship is an opportunity to learn about the luxury wholesale business by working in a designer multi brand showroom in Noho which represents some of the finest clothing and accessories companies in Europe and sells to the top department and specialty stores in the US and Canada.</p> <p>Internship related activities include assistance in</p> <ul style="list-style-type: none"> <li>• Display</li> <li>• Merchandising</li> <li>• color cards</li> <li>• assisting buyers during market appointment</li> <li>• line sheets</li> <li>• contacting customers for appointments</li> <li>• calling for payments</li> </ul>
<p><b>43. GSEA Fashion Group</b>  <a href="http://www.gseafg.com/">http://www.gseafg.com/</a></p>	<p>GSEA Fashion Group is looking for a hard working candidate to join our group. We are interviewing for one prospective bilingual (english/spanish) candidate to join our 15-week full time internship program. Please note this internship is non-paid. No Previous Fashion Experience Required.</p> <p>We are looking for detail oriented, hard working college students or graduates with a knowledge and interest in the Fashion Brand Development, Sales &amp; Apparel Production/Fashion Industry who would like to intern as a Sales Admin for a factory direct manufacturer with its proprietary brands! To learn more about GSEA Fashion Group: <a href="http://www.vimeo.com/gseafg/nycperu">http://www.vimeo.com/gseafg/nycperu</a></p>

	<p>This position will assist the Associates with day to day activities including working with planning, marketing, sales and operations in a variety of industries. This is an opportunity to gain hands-on experience working in sales within the fashion industry. It involves contributing to a variety of office roles.</p> <p style="text-align: right;">Candidate must be:</p> <ol style="list-style-type: none"> <li>1. Organized</li> <li>2. Enthusiastic</li> <li>3. Computer Savvy</li> <li>4. Detail oriented</li> <li>5. Responsible &amp; Positive</li> <li>6. Bilingual (Spanish) is a Must!</li> </ol>
<p><b>44. Little Vintage Rentals</b>  <a href="http://littlevintage rentals.com">http://littlevintage rentals.com</a></p>	<p>I am focusing now on my own company and I'd love a CREATIVE intern this fall! We are an LLC and have been in business a little over 1 year. The company rents decor + props out for weddings, events and photo shoots. We are a small home-based business but are open to having someone work with us here in Astoria, Queens and virtually. Below are the tasks we'd have for an intern approximately 10-15 hours per week depending on your requirements. I would only like to mentor an intern if it is a credited internship.</p> <p>Please let me know if you have questions and thank you for your consideration!</p> <ul style="list-style-type: none"> <li>- Assist in answering client inquiries via email and mock up proposal</li> <li>- Email outreach to potential clients; continue to build contact database</li> <li>- Vendor outreach to assist in orchestrating in-house photo shoots to be published on online wedding blogs</li> <li>- Update social media outlets</li> <li>- Write relevant wedding related blog post content for company blog</li> <li>- Pitch relevant story ideas to relevant press contacts</li> <li>- Help photograph new inventory + post on website</li> </ul>
<p><b>45. Solo Foundation</b>  <a href="http://solofoundation.org/">http://solofoundation.org/</a></p>	<p style="text-align: right;"><b>SOLO FOUNDATION INTERNSHIPS</b></p> <p style="text-align: right;"><u>Graphic Design and Programming</u></p> <p>Development of <b>SOLO:BKLYN</b> website, brochures, logos, informational pamphlets, Electronic Press Kit designs for musicians, website help for affiliated venues and partnerships.</p> <p style="text-align: right;"><u>Social Media, PR, Marketing</u></p> <p>Helping spread promotional material through several media outlets. Networking at events, developing branding ideas and research, proposal planning and development, attending investment meetings and fundraiser meetings, establishing connections with venues for booking and maintaining relations.</p> <p style="text-align: right;"><u>Video/Audio/ Music Production</u></p> <p>Production assistants at live music show recordings, music videos, interviews, and informational stop-motion productions for artist and project promotion. Involves post-</p>

	<p>production, editing, shooting, photographing, working with lighting and recording sound.</p> <p style="text-align: right;"><u>Event Production</u></p> <p>This involves setting up, planning, and managing operations at music and art events, street performances, and concerts. Constantly coming up with new event ideas and bringing people together for shows tied to fundraising</p>
<p><b>46. Archipelagos Group Inc.</b>  <a href="http://www.archipelagos.org/">http://www.archipelagos.org/</a></p>	<p>ARCHIPELAGOS is NYC based boutique creative studio with branch office in Beijing/China. Our services encompass architecture, interior, branding and graphic design fields. With projects scattered around the globe and diverse and multilingual team we are the perfect environment for individuals who are interested in contemporary organizational systems and communication methods which create conditions for small enterprises to have a global outreach and impact. We have been officially recognized by AIA New York chapter and Center for Architecture as one of 7 most innovative practices in NYC 2010 for our projects and studio operational organization. We are looking for interns who are interested in business aspects of creative enterprise.</p> <p>Ideal candidate for internship will be someone who is interested in acquiring the knowledge in:</p> <ul style="list-style-type: none"> <li>• Innovative local and global marketing strategies for creative studio</li> <li>• Social media and its impact on growth and potential market outreach for small enterprises</li> <li>• Difference between business management ,contractual obligations and negotiations as it <ul style="list-style-type: none"> <li>• applies to local (NYC) and global environments</li> <li>• Cultural sensitivity in dealing with diverse global markets</li> <li>• Business administration</li> </ul> </li> <li>• Management of creative projects with emphasis on finding balance between necessary creative experimentation and required efficiency</li> </ul> <p><b>Ideal candidate will possess:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in Microsoft Word, Excel and possession of basic knowledge of web publishing and</li> <li>• sufficient knowledge of graphic programs applicable in graphic presentations. <ul style="list-style-type: none"> <li>• Good oral and written skills in English language</li> <li>• Preferable knowledge in Mandarin (but not necessary)</li> </ul> </li> <li>• We must add that this is very active internship and is by no means about “photocopying and coffeefetching”. Interns will work directly under principal's guidance.</li> </ul>
<p><b>47. Lawlor Media Group</b>  <a href="http://lawlormediagroup.com/">http://lawlormediagroup.com/</a></p>	<p>A leading New York based luxury lifestyle boutique Public Relations services firm, has for-academic-credit internship openings this June, July, August 2014.</p> <p>Our internship program is typically 3-5 days per week full time (09:00am - 6:00pm) daily and of two-three months duration to ensure participants become thoroughly grounded in the practicalities of PR to assist them in preparing for a career in the industry.</p> <p>The right candidates should demonstrate a dynamic and positive attitude, evidence of success relevant to the role and the ability to work effectively and accurately in a fast paced environment.</p>



	<p>This opportunity represents an excellent opportunity to build on your expertise of all aspects of the PR industry.</p> <p style="text-align: right;"><b>Specific Duties</b></p> <ul style="list-style-type: none"> <li>• General administrative duties including answering telephones, collecting magazines and newspapers, copying, filing and other tasks as required.</li> <li>• Media Monitoring: Organize and maintain our press-to-date, magazine and newspaper clippings archive for Clients.</li> <li>• Database Management: Maintain and develop media contacts and client information databases as required.</li> <li>• Assist with the development, compilation and distribution of press kits.</li> </ul>
<p><b>48. Event Premiere</b>  <a href="http://www.eventpremiere.com/">http://www.eventpremiere.com/</a></p>	<p style="text-align: right;"><b>Internship Purpose Summary</b></p> <p>As an intern, you will help the project managers take care of all major aspects in planning, organizing and executing a corporate trip, meeting, congress or incentive. Event Premiere specializes in the MICE industry (meetings, Incentive, Congresses, Events )</p> <p><u>We need you to be fluent in French, Spanish or German as all our clients are from these countries.</u></p> <p style="text-align: right;"><b>Customers</b></p> <ul style="list-style-type: none"> <li>· Travel agencies in France, Germany, Spain, USA</li> <li>· Companies traveling abroad for business or incentive trips ( Belgium, Quebec, France )</li> <li>· Event agencies in the USA ( rarely )</li> </ul> <p style="text-align: right;"><b>Products</b></p> <ul style="list-style-type: none"> <li>· Group travel in the USA: sightseeing, transportation, hotel bookings, restaurant bookings, creating time tables and programs for programs in the USA</li> <li>· Incentives in every major American cities: developing concepts/ideas, presenting a tour program, site inspections</li> <li>· Meetings/Events in the USA: planning all aspects, on site management</li> </ul> <p style="text-align: right;"><b>Responsibilities</b></p> <p>The intern will help the project managers on their daily tasks: sell the US destination to the clients and execute the technical details of the confirmed programs:</p> <p style="text-align: right;">This includes:</p> <ul style="list-style-type: none"> <li>· Promoting the US to French agencies as an ideal destination for business trips</li> <li>· Responding to requests for proposal ( RFP ) using the French language.</li> <li>· Building budgets by negotiating all necessary contracts with US vendors</li> <li>· Planning, organizing, leading and controlling all aspects of the clients' business and incentive trips, meetings and events (this includes incentive, conventions, meetings, events, team building activities)</li> <li>· Managing the strategy and planning of meetings and special events in the US for a foreign organization</li> <li>· Maintaining relationships with current clients</li> </ul>

	<p style="text-align: right;">Prospecting new clients</p> <p style="text-align: right;"><u>On confirmed groups:</u></p> <ul style="list-style-type: none"> <li>- Reserve restaurants, buses, activities, tour guides.</li> <li>- Coordinate between the client and vendors for all technical aspects: menu choices, timing, number of attendees, rooming lists with the hotel.</li> <li>- Sign contracts and pay each vendor. Get final receipts after the group departure</li> <li>- Review and sign hotel contract. Get final invoice and hotel commission after the group departure <ul style="list-style-type: none"> <li>- Sent contract and invoices to the client.</li> </ul> </li> </ul> <p style="text-align: right;">40 hours per week.</p>
<p><b>49. Whitewall Magazine</b>  <a href="https://whitewallmag.com/">https://whitewallmag.com/</a></p>	<p><i>Whitewall</i>, a premium contemporary art and luxury lifestyle magazine, is seeking “highly motivated, detail-oriented editorial interns to cover contemporary art, fashion, luxury lifestyle (food, wine, hotels, restaurants, bars, jewelry, vehicles, etc.), and design.”</p> <p><i>Whitewall</i>, a contemporary art and lifestyle magazine, is looking for Sales/Marketing Interns. This is a great opportunity to work, and gain first hand experience with niche media ventures (both print media, and web).</p> <p>As a Sales Intern at Whitewall, your tasks will be to assist on and/or handle:</p> <ul style="list-style-type: none"> <li>- updating contacts database</li> <li>- establishing a connection with brands</li> <li>- magazine distribution</li> <li>- event planning</li> <li>- competition study</li> </ul> <p>Candidates should have an interest (but no need for an expertise) in contemporary art, design, culture, lifestyle, and luxury goods.</p> <p>Part time interns: for school credits only.  Full time interns: stipend to be discussed.</p>

<p><b>50. Tardis Group</b>  <a href="http://www.tardis-group.com/">http://www.tardis-group.com/</a></p>	<p>We are a global search firm established 25 years ago specializing in financial executive search. We are headquartered in Asia with offices in all the key financial capitals of the world.</p> <p>Our firm is looking to expand it's NY Manhattan office by recruiting search professionals and or finance professionals (with an interest in entering executive search) with direct market experience in the following areas:</p> <p style="text-align: right;">Global Markets - Equities or Fixed Income  Global Markets - Equity Derivatives  Mid/Back office - Risk, Operations  Legal &amp; Compliance  Front Office Technology</p> <p>The ideal candidate will have direct experience in a recruitment / executive search capacity where they can demonstrate a strong success record in creating and maintaining business relationships at the highest level. We will also consider finance professionals who are interested in a career in executive search.</p> <p>Our clients are made up of some of the largest investment banks, boutiques and hedge funds around the world.</p>
<p><b>51. Willa Kammerer</b>  <a href="http://www.willakammerer.com/">http://www.willakammerer.com/</a></p>	<p style="text-align: right;"><b>Production Intern</b></p> <p>Get experience in the field with cameras, sound, and lighting equipment as you learn the ropes of video storytelling on real shoots with digital media entrepreneur Willa Kammerer and her team. Gain valuable insight into the post-product ion process, from organizing and syncing footage, to managing transcript ion, and the editing and client review process, while also engaging in the important marketing, web, and social media activities of running a successful media business. Internship roles may include, but are not limited to (based on theagency’s needs and intern’s particular interests and set of skills):</p> <ul style="list-style-type: none"> <li>● Assist on shoots in the New York and tri-state area (travel and any expenses will be provided for or compensated).</li> <li>● Assist as needed with the post-production process, working closely with Willa and her team. <ul style="list-style-type: none"> <li>● Learn the basic s of non-linear audio and video editing.</li> <li>● Upload videos to the web, assist with blogging and managing social media channels.</li> </ul> </li> </ul> <p>This internship will provide an exclusive window into many of the technical and entrepreneurial components of running a successful media business. Due to the high-stakes nature of client work , meticulousness and an eye for detail are crucial, as there are many things that can go awry throughout the production process . This is an exciting opportunity for a detail-oriented fast learner who can take direction well but also be a self starter; for someone with an interest in media production and a passion for authentic storytelling and our team’s vision as we expand our reach as a collaborative digital media agency. With the right fit, this is an ex citing and opportunity to learn valuable, applicable s kills, and be a part of the team both during the timeframe of the internship and beyond if both parties are agreeable. Be Interactive and join the team!</p>

	<i>Schedule: TBD based on the production calendar and intern's availability.</i>
<p><b>52. FOS Advisors</b>  <a href="http://www.fos-advisors.com">www.fos-advisors.com</a></p>	<p>We intend to hire one person full or part time to support our business development and marketing efforts in the US. Our firm is a boutique investment and advisory firm dedicated to medical device companies in the US and internationally. We have deep relationships with some of the most acquisitive strategic and financial investors in the space. We have to reach out to device start-ups and growth companies that may need capital and strategic advice. The right candidate would help us identify and approach potential clients by phone, email and in person and set up introductory meetings for the firm's principals. Prior knowledge of investment banking services and exposure to the healthcare industry and medical device innovation would be a plus. We need a person who is able to work independently and compensation will be mostly incentive-based and in direct relation to contribution. We are open to a long-term partnership with the right person as we continue to grow the team worldwide.</p> <p style="text-align: center;"><b>We are open to bringing in another person with a business, finance or marketing background who is willing and able to work on the execution of one of our investment and consulting projects.</b></p>
<p><b>53. Emerging Talents</b>  <a href="http://www.emergingtalentllc.com/">http://www.emergingtalentllc.com/</a></p>	<p>Boutique Talent agency is seeking summer interns for July &amp; August to work both at our NY office and remotely. Duties will include managing our social media, conducting research, sending emails, and interacting with actors &amp; casting directors. This is a laid back but hard working environment. Interns should be professional, articulate, and be hard workers. Ideally, looking for students to receive academic credit for this.</p>
<p><b>54. Plitz Fashion Marketing</b>  <a href="http://www.Plitz.com">www.Plitz.com</a></p>	<p>PLITZS Fashion Marketing is preparing for the invasion of media professionals and fashionistas who come to see and be seen at one of the semi-annual or annual fashion events. Additionally, PLITZS New York City Fashion Week brings tourists, which in turn generates revenue for the City of New York. It's a win-win situation for all involved. Exposure for the emerging Designers, Models and interns from local New York City fashion schools and university/colleges from around the United States that work as Volunteers/Interns, gain experience backstage with models and designers.</p> <p style="text-align: right;">Apply To Volunteer/Intern</p> <p>PLITZS Fashion Marketing is preparing for the invasion of media professionals and fashionistas who come to see and be seen at one of the semi-annual or annual fashion events. Additionally, PLITZS New York City Fashion Week brings tourists, which in turn generates revenue for the City of New York. It's a win-win situation for all involved. Exposure for the emerging Designers, Models and interns from local New York City fashion schools and university/colleges from around the United States that work as Volunteers/Interns, gain experience backstage with models and designers.</p>
<p><b>55. Tracey Reese</b>  <a href="http://www.traceyreeese.com/">http://www.traceyreeese.com/</a></p>	<p style="text-align: right;">Design  Merchandising  Production  Technical Design</p> <p><b><u>Operations Intern</u></b></p>

	<p>-Smart and willing to learn</p> <p>-Technologically savvy (especially proficient in Excel, and optimally pivot tables as well)</p> <p>-Able to take and follow instructions, and willing to ask questions if unsure</p> <p>-Willing to get involved in the production and operations aspects of the company</p> <p>-**Please note that this is NOT a design-related internship, and potential candidates should have an interest in production and/or operations**</p>
<p><b>56. Jet Set Events</b>  <a href="http://www.jetsetnyc.com/jet-set-events">http://www.jetsetnyc.com/jet-set-events</a></p>	<p>Event coordinator internship:  Working out of our office and Reataurant account centrally located in Chelsea. Assisting in all events and reservations. Putting together event contracts. Showing clients venue. Meeting lots of people and working on budgets pre and post production, very social job. Will work out of our office and restaurant account. Lunch and or dinners provided. 2-3 days a week 11am to 6pm.</p>
<p><b>57. Windowswear</b>  <a href="http://www.windowswear.com">www.windowswear.com</a></p>	<p style="text-align: right;"><b>Advertising / Visual / PR / Marketing Intern</b></p> <p>Fall Intern: NYC-based internet fashion company has an immediate opening for a Fall intern. We are a small company and hope you will become an integral member of the team. You'll work closely with the founders and their international team in launching the site globally.</p> <p>As part of your role, you will have the opportunity take on significant responsibility including content generation, social media, advertising, marketing and PR.</p> <p>We are looking for someone who is self-motivated and has a "roll-up their sleeves" attitude.</p> <p style="text-align: right;"><b>Internship Details:</b></p> <ul style="list-style-type: none"> <li>* Flexible schedule, but minimum of 20 hours/week</li> <li>* Unpaid</li> <li>* Must be currently enrolled in college</li> <li>* Must receive school credit</li> </ul> <p style="text-align: right;"><b>The Company</b></p> <p>WindowsWear is the leading and most comprehensive source for the world's premier fashion windows. WindowsWear covers New York, Paris, Milan and London for the most up-to-date global style trends as displayed by the most important names in fashion.</p>
<p><b>58. Mexican American Chamber of Commerce</b>  <a href="http://www.usmcocone.org">www.usmcocone.org</a></p>	<p>job description to be tailored to each student</p>

<p><b>59. Spanish American Chamber of Commerce</b>  <a href="http://www.spainuscc.org">www.spainuscc.org</a></p>	<p>The Spain-U.S. Chamber of Commerce is a non-profit membership organization based in New York City. Its mission is to promote trade and investment between Spain and the United States. Through an active program of events, publications, marketing and services, the Chamber provides business opportunities and contacts as well as information services to its members and to many corporations and individuals in both countries. The intern will be immersed in several areas of the Chamber, with the specific objective of helping the communications, events and trade departments.</p> <p style="text-align: right;"><b>Tasks included in the internship will be:</b></p> <ul style="list-style-type: none"> <li>● Manage the data base (Access) <ul style="list-style-type: none"> <li>● Research</li> </ul> </li> <li>● Organize and follow up the events <ul style="list-style-type: none"> <li>● Contact with suppliers</li> </ul> </li> <li>● Elaboration of the Newsletter</li> </ul> <p style="text-align: center;"><b>The ideal candidate should be resourceful and have good communication analytical and research skills. Experience with Microsoft Access and Internet browsing is strongly required. Spanish language is recommended.</b></p>
<p><b>60. Picture Motion</b>  <a href="http://www.picturemotion.com/">http://www.picturemotion.com/</a></p>	<p>Our interns assist on all aspects of our films' social action and grassroots marketing campaigns, from social media and event logistics to research and strategy. We are looking for someone who's interested in learning a range of skills as they help develop a social action campaign and market a film. Ideal candidates will be passionate about social change, film and the issues that our films tackle. Desired applicants must have demonstrated experience and an interest in documentary film marketing, social media, social action/activism, nonprofit work or grassroots movement building. Previous experience in film marketing, social media, and/or PR is a plus. Picture Motion is currently working on films that deal with education reform, America's obesity epidemic, race, income inequality, climate change and natural disaster response. See the films section of our website for complete list. Must be able to commit to 15 hours a week and enjoy a start-up culture</p> <p style="text-align: right;"><b>Job duties vary, but may include:</b></p> <ul style="list-style-type: none"> <li>- Research and campaign strategy development</li> <li>- Maintaining Facebook, Twitter and Tumblr profiles</li> <li>- Monitoring analytics for social media and reporting on trends <ul style="list-style-type: none"> <li>- Drafting and/or editing blogs and newsletters for the film</li> <li>- Support and logistics management of screening tours</li> </ul> </li> <li>- Research and outreach to potential partners and supporters <ul style="list-style-type: none"> <li>- General office support</li> </ul> </li> </ul> <p style="text-align: right;"><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>- Enrolled in a University</li> <li>- Excellent writing skills</li> <li>- Ability to self-manage</li> <li>- Enjoys start-up culture</li> <li>- Must use social media regularly</li> </ul>

	<p><b>You Will Learn the Following:</b></p> <ul style="list-style-type: none"> <li>- How to grow online and social media presence</li> <li>- Pitching stories to bloggers</li> <li>- Developing creative partnerships</li> <li>- Film distribution strategies</li> <li>- Self-distribution and self-marketing for filmmakers</li> <li>- Impact measurement – how film creates change</li> </ul>
<p><b>61. Intelligent</b>  <a href="http://www.intelligent.com/">http://www.intelligent.com/</a></p>	<p>IT Support/Network Administrator Internship (Brooklyn)</p> <p><b>Network Administration duties:</b></p> <ul style="list-style-type: none"> <li>- Maintain client network documentation</li> <li>- Assist Network Engineer with server and network deployment projects</li> <li>- Knowledge of IBM AS/400 is a plus</li> </ul> <p><b>Desktop Support duties:</b></p> <ul style="list-style-type: none"> <li>- Provide telephone/remote technical support to end users</li> <li>- Perform remote software installs and updates</li> <li>- Set up and configure PCs, printers, peripherals and networking equipment</li> <li>- Provide on-site troubleshooting, training and tech support at the desktop level</li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>- Minimum 3 years combined desktop and network support experience in a business environment</li> <li>- Thorough understanding of network topology and of network configuration</li> <li>- Excellent PC and Windows troubleshooting skills</li> <li>- Strong skills and understanding of Microsoft Office applications</li> </ul>
<p><b>62. Overtime Records</b>  <a href="http://www.overtimerecordsinc.com/">http://www.overtimerecordsinc.com/</a></p>	<p><b>Marketing and social media savvy candidate</b>, with interest in Music.</p> <ul style="list-style-type: none"> <li>● The intern will assist in finding new concert venues in the tri-state area as well building a data bank of colleges/universities for potential performance opportunities.</li> <li>● One of our groups is going to engage in a college radio promotion campaign during the fall/winter 2014, therefore the candidate will need to possess strong spoken and written communication skills.</li> <li>● Candidates will also handle daily social media posting on Facebook, Instagram, Soundcloud, Twitter and Tumblr, for the label to gain exposure.</li> </ul>
<p><b>63. The Fashion Class</b>  <a href="http://www.thefashionclass.com">www.thefashionclass.com</a></p>	<p>Our creative and friendly sewing and craft studio is looking for interns to join our team. Ideal candidates have experience working with children and are interested in the fashion, creative and/or design fields. Responsibilities may include assisting with a group of children (ages 6+), organizing supplies, filing paperwork, purchasing supplies in the garment center of NYC, assisting the studio manager and owner with day-to-day tasks. Sewing experience is a plus but not necessary. This is a great opportunity to learn with a growing company in a creative field!</p>
<p><b>64. IHP Agency</b>  <a href="http://www.ihpagency.com/">http://www.ihpagency.com/</a></p>	<p>IHP Agency, LLC based in New York City (Manhattan) is looking for interns able to start in September to assist in managing properties and student housings.</p>

	<p style="text-align: center;"><b>As a real estate agent assistant, your missions will be:</b></p> <ul style="list-style-type: none"> <li>• Management and organization of the visits / Check-ins/ Check-outs</li> <li>• Coordination with the super and the management of any repairs and maintenance in the apartments <ul style="list-style-type: none"> <li>• Purchase of cleaning products, and any utility products ... )</li> </ul> </li> <li>• Keep an inventory for each apartment (household equipment, rooms). <ul style="list-style-type: none"> <li>• Coordination and supervision of professional cleaning services <ul style="list-style-type: none"> <li>• coordination of check-ins</li> <li>• coordination of check-outs <ul style="list-style-type: none"> <li>• inventories and refills</li> </ul> </li> <li>• daily online rental postings/ads <ul style="list-style-type: none"> <li>• planning/handling visits <ul style="list-style-type: none"> <li>• email follow-ups</li> </ul> </li> </ul> </li> <li>• coordination of maintenance requests <ul style="list-style-type: none"> <li>• administrative duties</li> <li>• Online marketing</li> </ul> </li> </ul> </li> <li>• Pre-visits of apartments / Presentations (photos) <ul style="list-style-type: none"> <li>• Miscellaneous administrative tasks</li> </ul> </li> </ul> <p>We are looking for someone rigorous, perfectionist, organized and who can be able to take some initiatives. Good communication skills and schedule flexibility (check-ins/outs,...) are also required.</p> <ul style="list-style-type: none"> <li>- online marketing</li> <li>- coordination of check-ins</li> <li>- coordination of check-outs <ul style="list-style-type: none"> <li>- inventories and refills</li> </ul> </li> <li>- daily online postings/ads</li> <li>- booking/planning/handling visits <ul style="list-style-type: none"> <li>- email follow-ups</li> </ul> </li> <li>- coordination of maintenance requests <ul style="list-style-type: none"> <li>- administrative duties <ul style="list-style-type: none"> <li>- orders, invoices</li> </ul> </li> </ul> </li> <li>- maintaining databases (albums, rental projections, cashflow) <ul style="list-style-type: none"> <li>- developing partnerships with agencies abroad</li> </ul> </li> </ul> <p style="text-align: right;">35hrs/ week - 2 days off a week</p> <p style="text-align: right;">Requirements:  Fluent in english, spanish is a plus  Reliable and enthusiastic, flexible, ability to meet our requirements  Good presentation, high degree of professionalism and dedication  Laptop mandatory</p> </li></ul>
<p><b>65. Research WFG</b>  <a href="http://www.researchwfg.com/">http://www.researchwfg.com/</a></p>	<p>We are looking for people who:</p> <ul style="list-style-type: none"> <li>• Have excellent communication and listening skills</li> <li>• A discreet and a trustworthy manner</li> </ul>



	<ul style="list-style-type: none"> <li>• Have an understanding of Accounting, Economics, Finance, Law, Marketing, Mathematics, Computer Science, Business or Commerce. It's not a requirement but does help.</li> <li>• Can talk to clients about their current finances and future plans</li> <li>• Keep detailed records</li> <li>• We are looking for motivated, teachable, team players, who are interested in working in a fun and fast paced entrepreneurial environment; and interested in ways to protect, grow and save money.</li> </ul>
<p><b>66. Musee Magazine</b>  <a href="http://museemagazine.com/">http://museemagazine.com/</a></p>	<p>Musee Magazine is looking for a photo retoucher to help with content within our magazine and on our website. We are a quarterly magazine that supports established and emerging photographers. We are currently working on Musee Issue 7. We keep our website updated more frequently with events happening in the art world and need retouchers to work on those photos. We would prefer someone with experience who is creative, efficient, and interested.</p>
<p><b>67. Meier Group</b>  <a href="http://meiergroupnyc.com/">http://meiergroupnyc.com/</a></p>	<p>Meier Group is a successful boutique real estate brokerage company with a focus on luxury residential properties in Manhattan. We are looking to hire 2 part time admins to work on our mailing campaigns. The job will entail addressing, printing, folding, and mailing a high volume of marketing materials. We pay 100.00 for each completed campaign, and are looking for an admin to do 1-2 per week. (It takes 8 hours to complete each campaign). You can work in our office but also take some of it home with you to complete.</p>
<p><b>68. Jacques Torres</b>  <a href="https://www.mrchocolate.com/">https://www.mrchocolate.com/</a></p>	<p style="text-align: right;"><b>Jacques Torres Chocolate</b></p> <p>Fondly referred to as "Mr. Chocolate," Master Pastry Chef Jacques Torres is the authority on all things related to this confectionery delight. Through his early years as a pastry chef, Jacques developed a deep affinity and passion for chocolate. Raised in France, it is after being awarded with the prestigious M.O.F medal in 1986 that Jacques fulfilled his American dream by moving in the US in 1989. In 2000, after 10 years at Le Cirque Restaurant, and 52 episodes on public television with his show "Dessert Circus", Jacques opened his first chocolate factory, Jacques Torres Chocolate in DUMBO, Brooklyn.</p> <p>Chef Torres has won numerous awards, including the James Beard Foundation Pastry Chef of the Year, the Chefs of America Pastry Chef of the Year, and Chartreuse Pastry Chef of the Year. He is a member of the Académie Culinaire de France, and in 2003 the James Beard Foundation inducted him into the Who's Who of Food and Beverage in America. He is also the author of 3 cookbooks and the owner of 8 chocolate retail stores and 1 ice cream shop. Jacques also proudly serves as Dean of Pastry at the International Culinary Center.</p> <p>Today, Jacques produces his chocolates and other high-end confectionery products at his brand new state of the art 40,000 square foot chocolate factory at the Brooklyn Army Terminal in Brooklyn, NY.</p> <p style="text-align: center;"><b>Administrative and Marketing Assistant Job Duties:</b></p> <ul style="list-style-type: none"> <li>• Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.</li> <li>• Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.</li> <li>• Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.</li> </ul>

	<ul style="list-style-type: none"> <li>● Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.</li> <li>● Maintains customer confidence and protects operations by keeping information confidential.</li> <li>● Completes projects by assigning work to clerical staff; following up on results. <ul style="list-style-type: none"> <li>● Prepares reports by collecting and analyzing information.</li> </ul> </li> <li>● Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions. <ul style="list-style-type: none"> <li>● Contributes to team effort by accomplishing related results as needed. <ul style="list-style-type: none"> <li>● Help build the social media presence with fun and creative content</li> </ul> </li> </ul> </li> <li>● Assist with any TV/radio/interview appearances as well as events for Jacques Torres and his business partner.</li> </ul> <p style="text-align: right;"><b>You:</b></p> <p>You are dynamic, you are not afraid of challenge and you want to work in a company where you will have your hands on.</p> <p>We are seeking for someone extremely organized, who is willing to take initiative and work closely with Jacques Torres and his team. You are proactive, you love food in general and chocolate in particular, you love working with Chefs or you are really eager to.</p> <p style="text-align: right;">Experiences in the food industry and design would be a plus. French language a plus as well.</p>
<p><b>69. Gallery Nine5</b>  <a href="http://www.gallerynine5.com/">http://www.gallerynine5.com/</a></p>	<p>Contemporary Lower East Side Gallery is seeking a highly motivated part-time gallery intern for the fall of 2014 beginning in September</p> <p>Gallery interns will gain insight to the logistics of the workings of an art gallery while expanding their resume. Interns will have an opportunity to work closely with the small staff carrying out small and long term projects. Ideal candidates should have an enthusiastic interest in contemporary art.</p> <p style="text-align: right;"><b>GALLERY INTERN</b></p> <p style="text-align: right;">Responsibilities may include:</p> <ul style="list-style-type: none"> <li>● Assisting in daily administrative tasks including the management of artists portfolios and gallery database, interacting with the general public, as well as light art handling <ul style="list-style-type: none"> <li>● Communicate with clients about current exhibitions and artists <ul style="list-style-type: none"> <li>● Updating daily social media outlets</li> </ul> </li> </ul> </li> </ul> <p style="text-align: right;">Qualifications:</p> <ul style="list-style-type: none"> <li>● Candidate should be available at least 2 days a week including Saturday and Sunday for at least 4 months <ul style="list-style-type: none"> <li>● Outstanding written and verbal communication skills <ul style="list-style-type: none"> <li>● Foreign language skills are a plus!</li> </ul> </li> </ul> </li> </ul> <p style="text-align: right;"><b>GRAPHIC DESIGN INTERN</b></p> <p style="text-align: right;">Responsibilities may include:</p> <ul style="list-style-type: none"> <li>● Implementing designs for online and printed exhibition announcements</li> </ul>

	<ul style="list-style-type: none"> <li>• Creation of online promotional materials</li> <li>• Compiling online and PDF catalogs for exhibitions <ul style="list-style-type: none"> <li>• Editing of images for web and print</li> </ul> </li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Proficiency in In Design, Adobe illustrator, and Photoshop</li> <li>• Knowledge of web building, web design, and Dreamweaver are highly desirable <ul style="list-style-type: none"> <li>• Outstanding written and verbal communication skills</li> <li>• Foreign language skills are a plus!</li> </ul> </li> </ul> <p>Candidate should be available at least 2 days a week including Saturday and Sunday for at least 4 months</p>
<p><b>70. Bo Concept,</b>  <a href="http://www.boconceptny.com">www.boconceptny.com</a></p>	<p><b>BoConcept New York Sales/Design Internship</b></p> <p>As Denmark's largest furniture retailer, BoConcept is rapidly expanding in the U.S. and has significant brand presence in the market offering a complete collection of furniture and accessories to style conscious urban minded customers.</p> <p>We are looking for senior and graduate students who have a passion for Interior Design but also want to learn how this translates in a business environment. This internship is geared towards giving students professional experience in retail operations while utilizing their creative interior design skills. This is an educational opportunity and students may receive academic credit.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>-Create marketing material using Adobe Photoshop</li> <li>-Update and file material and technical library resources</li> <li>-Assist in client presentations</li> <li>-Create floor plans using Home Creator</li> <li>-Research and compile real estate listings</li> <li>-Verify and file paperwork</li> <li>-Assist store manager in daily operations</li> <li>-Assist design consultants with general errands</li> </ul> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>-Interior Design, Architecture, Management, Business, Marketing majors</li> <li>-Detail-oriented</li> <li>-Good written and verbal skills</li> <li>-Must know how to use Microsoft Excel and Adobe Photoshop</li> <li>-Enthusiastic and creative</li> </ul>
<p><b>71. International House</b>  <a href="http://www.ihnewyork.com">www.ihnewyork.com</a></p>	<p><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Answering International House (IH) phone if required</li> <li>• Continuing to build correspondence with agents abroad.</li> <li>• Maintaining database systems (booking students, issuing invoices and keeping records of agents, accommodation, etc.).</li> </ul>

	<ul style="list-style-type: none"> <li>● Finding and helping students with accommodation placement.</li> <li>● Liaising with homestay families and accommodation providers to build up IH accommodation recourses.</li> <li>● Liaising with the Finance Department regarding invoices and tracking payments.</li> <li>● Scheduling payments for the finance department for accommodation providers and agent who receive commission from us.</li> <li>● Welcoming new students to the school and administering and scoring placement testing, collecting necessary paperwork and informing them about the school facilities and New York City.</li> <li>● Collecting feedback from students and making reports and following up with students.</li> <li>● Administering exit tests and making end-of-course certificates for departing students.</li> <li>● Being the first point of contact for current students needing help, doing anything within reason to help their experience more positive (advice, research, printing maps, etc.).</li> <li>● Dealing with student complaints and finding a way to solve problems for students.</li> </ul> <p style="text-align: right;"><b>Qualifications/experience:</b></p> <ul style="list-style-type: none"> <li>● Must be a fluent speaker of one or more of the following languages: Spanish, Portuguese, <ul style="list-style-type: none"> <li>● Previous customer service experience is preferred</li> <li>● Must be working toward a college degree (minimum)</li> </ul> </li> <li>● Must be computer and web literate. High level of proficiency in Word, Excel and Outlook a must</li> </ul> <p style="text-align: right;"><b>Qualities:</b></p> <ul style="list-style-type: none"> <li>● Energy &amp; enthusiasm</li> <li>● Flexibility with regard</li> </ul>
<p><b>72. Showroom 212</b>  <a href="http://www.showroom212.com/">http://www.showroom212.com/</a></p>	<p>Showroom212 is a New York based, Swimwear and Ready to Wear showroom located in the Fashion District. Our interns will gain hands on experience on the Sales and Distribution side of the industry. The showroom also handles distribution and touches on designing.</p> <p style="text-align: right;"><b>Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>-Organize the Showroom</li> <li>- Assisting Sales Reps in daily duties</li> <li>- Partake in distribution; tagging, packing, shipping, tracking</li> <li>-- Assist in coordinating events, trade shows, set up and breakdown</li> <li>-Prepare the showroom for market, and buyer meetings</li> <li>-Schedule Appointments, and assist in creating line sheets for follow up</li> <li>-Verify orders after appointments</li> <li>-Provide support at all events in the Showroom and at the Store level and morning meetings</li> <li>-Manage the showroom space by organizing samples and closets</li> </ul>
<p><b>73. RCC Ventures</b>  <a href="http://www.rcc-ventures.com/">http://www.rcc-ventures.com/</a></p>	<p style="text-align: right;"><b>Associate training position</b></p> <p>Banking/Sales/Specializing in new Business Development/Research- Venture Debt \$1M.,to \$250M. : Equipment Leasing , Working Capital Revolvers, Term Loans/ Mezzanine Loans, Enterprise Loans, Senior Secured/ 2nd Lien Loans/International transactions/Investment</p>

	<p>Banking Boutique Co. seeks entry level Associates, college graduates preferred with a degree in Finance, Economics &amp; or Business, or with one or two years experience. Computer literate, passionate/athletic/competitive /hungry self starters, to originate and develop new accounts in a fast pace environment. Negotiate with senior management teams of entrepreneurial middle market companies which are currently Venture Capital backed, in a cash burn, breakeven, or ebitda positive position, both public and private companies, Training and leads will be provided. To be considered for an interview submit resume.</p>
<p><b>74. Sweetery NYC</b>  <a href="http://www.sweeterynyc.com/">http://www.sweeterynyc.com/</a></p>	<p>Sweetery is an experiential marketing company that utilizes mobile platforms to promote a company's brand, service, product, message, content. We also produce events of all sizes, ranging from a small personal celebration to a fully catered affair - on the street or behind 4 walls. Please see our website, <a href="http://www.sweeterynyc.com">www.sweeterynyc.com</a>, for more ideas - but, also please keep in mind that we are completely redesigning the website so it will soon speak more of our core business - the experiential marketing!</p> <p>An intern would be very involved in producing these events, from concept, client presentation &amp; expediting to on-site participation. He/She would also be instrumental in helping us update and maintain our social media platforms, organizing event photos &amp; publicity for promoting our business, and various other day-to-day tasks that help us keep organized and running efficiently.</p>
<p><b>75. Zimmerman Wear</b>  <a href="http://us.zimmermannwear.com/">http://us.zimmermannwear.com/</a></p>	<p>Sisters Nicky and Simone Zimmermann founded their namesake label in 1991. They fast won a loyal following - smart, sartorially savvy women with an eye for quality fabrics and clever cutting. Today, Zimmermann can be found in the top stores around the world including: Barneys, Selfridges, Harvey Nichols, Saks 5th Avenue and online luxury retailer: <a href="http://Net-a-Porter.com">Net-a-Porter.com</a>.</p> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>● 3 Days a Week</li> <li>● Neat, organized, autonomous</li> <li>● Ability to work in a fast paced, International minded environment</li> </ul> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Supporting sales team before, during and post market. Market prep is inclusive of NYC, Paris and LA</li> <li>● Training on sales data entry as it pertains to weekly selling with our retail partners <ul style="list-style-type: none"> <li>● Assisting with monthly expense reports</li> </ul> </li> </ul>
<p><b>76. CNC Visa</b>  <a href="http://nycncvisa.com/">http://nycncvisa.com/</a></p>	<p><b>Consulting company in education and visa</b></p> <ul style="list-style-type: none"> <li>● Helping International students come to the USA for ESL, Certificate and Master's Degree Programs. <ul style="list-style-type: none"> <li>● Recruiting students all over the world.</li> <li>● Make an agreement with the F1, M1 visa schools. <ul style="list-style-type: none"> <li>● F1 visa issues</li> </ul> </li> <li>● Termination; out of status solutions <ul style="list-style-type: none"> <li>● Reentry, reinstatement progress <ul style="list-style-type: none"> <li>● Change of Visa</li> <li>● Extension of Visa</li> <li>● Tax ID number</li> </ul> </li> </ul> </li> <li>● Credit Scores for the students</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Answer all the F1 visa questions</li> <li>• Keep track the students F1 immigration progress.</li> </ul>
<p><b>77. Socially Relevant Film Festival</b>  <a href="http://www.ratedfilms.org/">http://www.ratedfilms.org/</a></p>	<p style="text-align: right;"><u>Job Description-</u></p> <p><b>We expect you to:</b></p> <ul style="list-style-type: none"> <li>- Be responsible &amp; self-motivated</li> <li>- Have an interest in film and socially relevant issues</li> <li>- Have excellent interpersonal skills and creative thinking</li> <li>- Be available for a minimum of 3 months starting December.</li> <li>- Have knowledge of database and other mailing list management</li> <li>- Have expertise in Word, Excel, Google Docs, social media outlets.</li> </ul> <p style="text-align: right;"><b>We prefer:</b></p> <ul style="list-style-type: none"> <li>- Previous experience in events management</li> <li>- Previous experience in fundraising</li> </ul> <ul style="list-style-type: none"> <li>- Experience and/or contacts in the film, hospitality and media industries (film &amp; non-profit)</li> <li>- Ability to solicit paid advertising space for booklet (commission paid on secured ads)</li> </ul> <p style="text-align: right;"><b>Benefits to you:</b></p> <ul style="list-style-type: none"> <li>- Free tickets to screenings and panels.</li> <li>- Excellent experience in ALL aspects of festival organization and film selection</li> <li>- Networking and meeting with filmmakers and other film industry peers</li> </ul>
<p><b>78. JBC Style</b>  <a href="http://www.jbcstyle.com">www.jbcstyle.com</a></p>	<p>Staffing Firm in midtown Manhattan is currently seeking a recruitment intern to assist with various job responsibilities associated with recruitment. This is a good position for someone looking to get some HR/Admin experience or looking to break into the recruitment industry. We are growing and this could lead to a full time position with our firm!!</p> <p style="text-align: center;">Assist with recruiting various different types of roles  Learn about how to source applicants via job boards, referrals, linked, etc.  Learn how to interview and qualify applicants  Conduct reference checks/employment verifications  New Employee onboarding/orientations  Learn phone screening  Learn HR software  Data Entry required  Answering calls  Personnel data management/reporting  Contribute to miscellaneous projects as needed</p> <p style="text-align: right;"><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>Ability to maintain strict confidentiality</li> <li>High degree of computer/systems proficiency; Microsoft office skills</li> <li>Strong communication, organizational skills, ability to multitask</li> <li>Availability to work a minimum of 16 hours per week/4 days a week</li> </ul>

	<p>Eagerness to learn about HR processes          Good organizational skills and ability to work independently          This is an unpaid internship however we will supply you with a weekly unlimited metrocard to cover your transportation cost.</p> <p>Great opportunity for the right candidate!!!!!!</p>
<p><b>79. Elliman</b>  <a href="http://www.elliman.com/">www.elliman.com/</a></p>	<p><b>ASSISTANT</b>          HOURS: 1 or 2 afternoons per week; Sunday open houses as needed</p> <p>POSITION</p> <ul style="list-style-type: none"> <li>● Working with top sales agents to help with daily administrative tasks including mailings, marketing, database management, board packages</li> <li>● Assisting with appointment scheduling</li> <li>● Assisting me to show team exclusive properties and occasional buyer appointments</li> <li>● Assisting with my open houses on Sundays</li> <li>● DEVELOPING a Marketing Plan to Acquire more Chinese Buyers - including Advertising</li> <li>● Communicating with my Chinese Buyers</li> </ul> <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> <li>● Bachelor's Degree - strongly preferred</li> <li>● Two years work experience – recommended</li> </ul> <p>SKILLS:</p> <ul style="list-style-type: none"> <li>● Maturity and Poise, Easygoing personality, Good under pressure!</li> <li>● Motivated and a Do-What-It-Takes, Roll-Up-Your Sleeves Attitude</li> <li>● Strong PC and software skills including MS Outlook, Word, Excel and PowerPoint</li> <li>● Outstanding communications skills, both oral and written</li> <li>● Excellent writing skills</li> <li>● Extremely ORGANIZED and detail oriented</li> <li>● Prompt, reliable and responsive</li> </ul> <p>Additional PLUS:</p> <ul style="list-style-type: none"> <li>● Graphic Design</li> <li>● Website knowledge/management, HTML             <ul style="list-style-type: none"> <li>● Schedule appointments, prepare and deliver presentation to the client (bank, financial services, ISV)</li> </ul> </li> </ul>
<p><b>80. Tigertrade</b>  <a href="http://ttrade.tigerapps.org/">http://ttrade.tigerapps.org/</a></p>	<p><b>Responsibilities will include, but are not limited to:</b></p> <ul style="list-style-type: none"> <li>● Support sales and marketing activities</li> <li>● Conduct international market research</li> <li>● Contact international buyers through social media and online marketing channels</li> <li>● Research and contact potential suppliers</li> <li>● Draft and send out marketing emails             <ul style="list-style-type: none"> <li>● Work on the TigerTrade websites by posting products and other information</li> </ul> </li> </ul>
<p><b>81. Cyrna, Strat America</b></p>	<p><b>SALES &amp; MARKETING INTERN/JUNIOR CONSULTANT</b></p>

<p><a href="http://www.stratamerica.com">www.stratamerica.com</a></p>	<ul style="list-style-type: none"> <li>● Cyrna/Strat’America (www.cyrna.com – www.stratamerica.com), an international management consulting boutique based in Manhattan, is looking for a Sales &amp; Marketing intern or Junior Consultant to assist the senior team with the following: <ul style="list-style-type: none"> <li>● selected clients’ assignments, internal sales &amp; marketing program.</li> <li>● This role requires the applicant to be fluent or native speaker in French.</li> </ul> </li> <li>● <b>Requirements:</b> * Currently enrolled in a degree-seeking program at an accredited college or university, ideally in a marketing/business program * Proficiency with basic computer programs (MS Office)</li> <li>● * 1-2 years of course work or experience in sales and marketing, preferably in an international environment</li> <li>● * Good writing &amp; editing skills in both French and English * * Positive, proactive &amp; energetic attitude, strong work ethic &amp; highly dependable * Excellent communication skills (both written and verbal) and openness to providing feedback to help iterate the business. * Strong interpersonal, customer service, presentation, organizational and problem-solving skills * Strong self-discipline and time management skills. * Able to take direction and criticism. * Self –motivated, team worker.</li> <li>● <b>IMPORTANT NOTE: WE WILL NOT SPONSOR A VISA AND WILL ONLY CONSIDER APPLICANTS WITH A VALID STUDENTS/WORKING VISA FOR THE DURATION OF THE INTERNSHIP</b></li> <li>● <b>Location:</b> the position will be located at our Manhattan Midtown office (Empire State Building area) with some time to spend at our Manhattan Meatpacking office. <ul style="list-style-type: none"> <li>● <b>Starting date and duration:</b> starting asap, minimum duration 6 months</li> <li>● <b>Number of hours:</b> 20h/week</li> </ul> </li> </ul> <p><b>Compensation:</b> according to experience and to immigration status for non-US citizen</p>
<p><b>82. Exen Capital</b> <a href="http://exencap.com/">http://exencap.com/</a></p>	<p style="text-align: right;"><b>EXEN Financial Intern Program</b></p> <p>EXEN Capital is a financial team of successful and complementary professionals with consistent and strong performance in their respective domains. EXEN has a global reach and sources deals outside traditional channels. Located in New York and Dallas, EXEN structures deals for the founders to invest, protecting the downside of the principal then optimizing its upside.</p> <p>EXEN Yield Strategies (EYS) is one fund under the EXEN Umbrella. EYS focuses on investing in middle market investing in debt, equity, or a combination of both through various structured trades.</p> <p>Traditional middle market lenders focus on mainstream transactions sourced either through an intermediary or through an equity sponsor. These transactions are heavily shopped, thereby limiting the profit opportunity on these deals. EYS sources a majority of its deals through an organic approach. We have a broad network of relationships to source unsponsored deals where higher yields and higher total returns are available. EYS principals have operated in the middle market lending space for over 15 years and can source loans with attractive risk-adjusted returns through the team’s diverse relationships.</p> <p style="text-align: right;"><b>PLACEMENT AND DURATION</b></p> <p>Financial Interns will be hired into the New York office for one year and will work with the EYS Portfolio Manager and Analysts. They will also do rotations in our Dallas office and travel periodically with the deal team on due diligence and marketing trips. Financial Interns will build a strong foundation in the basic skills of financial analysis, valuation and</p>



	<p>accounting, and will work on a wide range of transactions in a variety of industries. They will see complex financial transactions from inception to execution and actively participate in deal analysis.</p> <p style="text-align: right;"><b>RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Analyzing detailed industry and financial information.</li> <li>• Creating exhibits which analyze comparative financial performance.</li> <li>• Construct financial models which illustrate proposed transactions. <ul style="list-style-type: none"> <li>• Working on proposals for Credit Committee</li> </ul> </li> <li>• Participating in the execution of structured transactions.</li> </ul> <p style="text-align: right;"><b>QUALIFICATIONS/REQUIREMENTS/SKILLS</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Science or Higher in Mathematics, Engineering, or Economics/Finance <ul style="list-style-type: none"> <li>• Strong interest in corporate finance and financial markets</li> </ul> </li> <li>• Must be a team player with a strong work ethic, and positive attitude.</li> <li>• Strong quantitative skills, must be able to model transactions using Excel and/or demonstrate programming proficiency</li> <li>• Excellent oral and written communication skills a plus.</li> </ul>
<p style="text-align: center;"><b>83. Manhattan Next</b></p>	<p><u>Industry:</u> Real Estate</p> <p><u>Job Title:</u> Country Manager- Danish Market</p> <p><u>Job Description:</u> Country Manager for Danish relocation market. Responsible for SEO on Danish market and all sales in Denmark as well as viewing of apartments and managing clients when they arrive in NY.</p>
<p style="text-align: center;"><b>84. Derek Lam</b> <a href="http://www.dereklam.com/dereklam10crosby">www.dereklam.com/dereklam10crosby</a></p>	<p><b><u>Internship Description- Wholesale Internship Opportunity</u></b></p> <p>We are looking for interns to work directly with the 10 Crosby Derek Lam Sales Team</p> <p><b><u>Responsibilities include:</u></b></p> <ul style="list-style-type: none"> <li>-Supporting sales team with day to day functions</li> <li>-Maintaining showroom standards</li> <li>-Assist during market appointments</li> <li>-Sample trafficking</li> <li>-Assist with checking line lists and sales orders for accuracy</li> <li>-Sales market research</li> </ul> <p>Ideal candidate should have a strong work ethic, detail oriented, professional demeanor. Experience with MS Office and Adobe Suites</p> <p><b><u>Corporate Sales Department Intern</u></b></p> <p>Full time intern in our corporate sales department for Derek Lam International (Monday –Friday 9-6pm) Responsibilities/Tasks would include:</p> <ul style="list-style-type: none"> <li>• Assist with Market Week, Press Presentations and Model Castings</li> <li>• Weekly merchandising at NY Department Stores (Saks, Barneys, Bergdorf Goodman)</li> </ul>

	<ul style="list-style-type: none"> <li>• Sample trafficking for photo shoots and trunk shows</li> <li>• Market Week dressing, prepping, catering and coordinating</li> <li>• Excel spreadsheets for projects such as Buy Books for Department Stores</li> <li>• Managing office supplies</li> <li>• Managing Model Trade Event</li> <li>• End of Season Reporting in Excel</li> </ul>
<p><b>85. IBREA</b>  <a href="http://ibreaus.org/">http://ibreaus.org/</a></p>	<p><b><u>Intern position: Social Media</u></b></p> <p>Organization: International Brain Education Association (IBREA). Based in New York. Has the vision of raising awareness of the value of the human brain and its capacity and natural tendency to solve world problems. Its activities include organizing seminars and workshops, a quarterly publication, holistic educational programs in developing countries and in the US – mainly in school settings. IBREA Foundation is a 501(c) 3, and has Special Consultative Status with UN ECOSOC.</p> <p><b><u>Requirements/ Responsibilities</u></b></p> <p>The Intern will be required to work at least 10-20 hours per week. He or she should have experience with social media.</p> <ol style="list-style-type: none"> <li>1. Social Media       <ol style="list-style-type: none"> <li>a. Manage Youtube, Pinterest, Instagram, Facebook, Twitter</li> <li>b. Do one post for Facebook, Twitter, Instagram and Pinterest every other day</li> <li>c. Research possibilities for increasing number of likes and followers</li> <li>d. Increase number of likes and followers</li> </ol> </li> <li>2. Blog       <ol style="list-style-type: none"> <li>a. Write a weekly blog for IBREA</li> </ol> </li> </ol> <p>Duration: 6 months</p> <p>Process: interview required</p>

86. Inraise  
Consulting LCC  
[www.inraise.com](http://www.inraise.com)

### **Job Description**

- "Real estate company looking for undergrad student or recent graduate who is looking for a career in digital marketing, web, e-commerce and/or business development. This position will work closely with the digital marketing manager to execute the marketing and business development strategy.

### **Responsibilities**

- Manage social media (Facebook, Twitter, Buffer, etc...).
- Produce reports, memos and research.
- Draft, copy and edit marketing email campaigns.
- Thinking creatively about strategy.
- Handle the follow-up with partners.

### **Requirements**

- Excellent writing skills.
- Basic knowledge of digital media trends and of the real estate landscape, especially in New York.
- Ability to think creatively and to deviate from the norm.
- Understanding of social platforms and basic online advertising networks
- Autonomy and self motivation.

### **Additional Requirements**

- One or more foreign language(s): French, Spanish, German, etc...
- Experience with Adobe Photoshop or Pixlr.
- Experience with Google products: Analytics, Adwords."

<p>87. Quik Capital  <a href="http://www.kwikcapital.net/">http://www.kwikcapital.net/</a></p>	<p>This is a financial start-up firm and their company will be focused on:</p> <ul style="list-style-type: none"> <li>* Merchant Cash Advance</li> <li>* Credit Card Processing</li> </ul>
<p>88. Attitude Showroom,  <a href="http://www.attitudeshowroom.com">www.attitudeshowroom.com</a></p>	<p>Our intern gets hands-on experience within all facets of the fashion industry, by assisting in showroom sales, communicating with buyers' of high end boutiques on the lines we represent, preparing the showroom for major appointments, participating and working the major trade shows (Coterie &amp; Accessorie Circuit), light admin/office work (e.g. excel savvy, answering calls, taking photos of collections and uploading to wholesale website, newsletter), checking in new collections, light merchandising, etc...</p> <p>As an intern at Attitudes Showroom the qualified candidate gets an overall understanding of how a boutique business operates day to day.</p>
<p>89. Carusone Architects</p>	<p>Our office mostly deals with architectural services involving CAD Drafting, Zoning &amp; Code Analysis, engineering, field surveying, engineering &amp; general construction practices.</p> <p>Candidates will be responsible for assisting Project Architects on a wide range of projects including mixed-use multi-family, commercial, industrial, single family homes, etc. In addition, candidate will be responsible for Expediting with several NYC Agencies. Office will sponsor your Expediter ID with the NYC DOB after 3 months of employment. Candidate will acquire knowledge of the NYC Codes, Zoning Resolution and generally approved construction practices.</p> <p>Qualifications: - Strong verbal and written communication skills.  - Knowledge of AutoCAD Architecture. - Experience in field surveying.  - Car Preferable. Experience preferred.</p>
<p>90. Airwaves Global,  <a href="http://www.airwavesglobal.com/">http://www.airwavesglobal.com/</a></p>	<p style="text-align: center;"><b>Import Operations Coordinator</b></p> <p style="text-align: center;"><b>Air Freight / Ocean Cargo</b></p> <p><b>Company Profile:</b></p> <p><b>AirWaves Global Logistics</b> is a licensed and insured Indirect Air Carrier, FMC, NVOCC, Ocean Carrier, as well as a USA Domestic Federal Motor</p>

	<p>Carrier and Property Broker servicing all points in the Continental US and beyond.</p> <p><b><i>We offer a competitive salary and a comprehensive benefits program, plus career advancement opportunities.</i></b></p> <p><b>Job Description:</b></p> <p>The <b>Logistics Coordinator</b> will assist in the day-to-day operations of Air, Ocean and Domestic shipments. This candidate will facilitate the proper handling and shipping of various types of cargo.</p> <p><b>Major Tasks &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <i>Creating documentation such as B/L, Shipping Manifests, arrival notice, release notice, and delivery orders</i></li> <li>• <i>Adhering to all domestic and international regulations</i></li> <li>• <i>Organizing &amp; collecting documentation from overseas agents and domestic shippers and receivers on a daily basis.</i></li> <li>• <i>Tracking shipments, scheduling deliveries. and updating responsible parties on the status of their freight both by phone and email</i></li> <li>• <i>Preparing rate quotes upon request from customers and agents</i></li> </ul> <p><b>Job Requirements:</b></p> <ul style="list-style-type: none"> <li>• <i>Minimum 6 months operational logistics experience with a Freight Forwarder, customs broker or domestic carrier.</i></li> <li>• <i>Must have some knowledge of documentation procedures, INCO Terms, metric to standard conversion,</i></li> <li>• <i>Proficient working knowledge of Microsoft Word &amp; Excel with willingness to learn new software systems</i></li> <li>• <i>Detail-oriented with ability to multi-task</i></li> <li>• <i>Capable of working effectively under pressure in a fast-paced, high volume office environment</i></li> <li>• <i>Excellent written and verbal skills, demonstrating superior phone etiquette and top-notch customer service.</i></li> </ul>
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<p><b>91. Germany Trade and Invest,</b>  <a href="http://www.gtai.de/GTAI/Navig">http://www.gtai.de/GTAI/Navig</a></p>	<p>Germany Trade &amp; Invest (GTAI) is the economic development agency of the Federal Republic of Germany. Germany Trade and Invest - Gesellschaft für Außenwirtschaft und Standortmarketing mbH - was established on January 1, 2009 via a merger between Invest in</p>
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[ation/EN/welcome.html#invest](#)

Germany, the BfAI, and the GfAI. The organization promotes Germany as a business and technology location in addition to the recruitment of investors. Germany Trade & Invest provides up-to-date information and expert advice both to German companies seeking to expand their businesses abroad as well as to foreign companies looking to enter Germany.

The GTAI representative for the New York office is looking for an Economic Research intern (m/f) to support the field of "export and foreign markets" starting as soon as possible.

**Aufgaben:**

Assist in attracting investors, in particular in:

- Creating target group lists for conferences using an online marketing database
- Implementing e-mail campaigns with the aim of finding (potential clients?) companies that want to do business in Germany
- Conducting targeted market studies of German industries
- Updating and creating PowerPoint presentations for potential investors
- Conducting performance analyses of various industries in Germany
- Composing weekly newsletters: news about companies planning to expand to Europe or Germany; news about selected industries
- Analyzing selected companies using Hoovers (online database of companies) with the aim of presenting their investment potential in Germany and Europe

Administrative Tasks, which include:

- General and administrative (e.g. cooperation with GACC administration, press subscription, etc.)
- Maintaining contacts (such as associations, government agencies, research institutions, etc.)
- Management and optimization of archives

	<p><b>Anforderungen:</b></p> <ul style="list-style-type: none"> <li>• Excellent organizational and analytical skills, able to work independently and in a structured manner, quick understanding, logical thinking</li> <li>• Must be a current or continuing student or between undergrad and grad school with the intention of applying to and attending grad school in the future</li> <li>• Proficient use of Microsoft Office, especially Excel</li> <li>• University degree in Economics or Business Administration or equivalent is a plus</li> </ul>
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<p><b>92. Brookland Adventures,</b>  <a href="http://www.brooklandadventures.com">www.brooklandadventures.com</a></p>	<p>Brookland Adventures, an educational content entertainment company is looking for self-motivated, ambitious interns studying in the business of content development, writing, and social media.</p> <p>Interns will mainly participate social media marketing, targeting influential bloggers in the media, database management and information organization. Our internships provide exposure to a fast-paced, hands on environment that allows interns to work closely with our small team. Candidates with a strong entrepreneurship spirit are encouraged to apply.</p> <p>Brookland Adventures, <a href="http://www.brooklandadventures.com">www.brooklandadventures.com</a></p> <p>Brookland Adventures, an educational content entertainment company is looking for self-motivated, ambitious interns studying in the business of content development, writing, and social media.</p> <p>Brookland Adventures would like a Junior or Senior undergraduate majoring in Graphic Design with the following qualifications:</p> <ul style="list-style-type: none"> <li>- Proficiency in InDesign, Illustrator and Photoshop is required. Some knowledge of Dreamweaver is preferred, but is not mandatory.</li> </ul>
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	<ul style="list-style-type: none"> <li>- Must have access to the Adobe Create Suite and Microsoft Office.</li> <li>- Exceptional oral communication skills.</li> <li>- Strong problem solving skills.</li> <li>- Ability to coordinate multiple deadline-driven tasks.</li> </ul> <p>Will work with Education Facility on course credit if applicable and possible Stipend for the right candidate.</p>
<p><b>93. Roots Travel,</b> <a href="http://www.rootstravel.com">www.rootstravel.com</a></p>	<p>Roots Travel, <a href="http://www.rootstravel.com">www.rootstravel.com</a></p> <p>Roots Travel is a French tour operator and travel agency based in Paris. Its main activity is the production and sale of travels in different countries worldwide . For over 18 years, Roots travel’s team have loved to share his passion : traveling, but traveling differently. Getting off the beaten track, communicating directly with the people, discovering the unusual accommodations unique to each country , and soak up the local culture : this is what Roots Travel offers to their customers.</p> <p><b>MAING GOAL :</b></p> <ul style="list-style-type: none"> <li>- Enter and record a day to day operation from Roots Travel LLC , a French tour operator and transfer all data from an XL files system to a quickbook accounting software.</li> <li>- Work with the latest version of quick book and learn how to use the best technology for an accounting system entirely on Cloud.</li> <li>- Improve the accounting system of the company</li> </ul> <p><b>DESCRIPTION :</b></p> <p>The agency is reporting the company activity via XL until now and have 5 main forms:</p> <ol style="list-style-type: none"> <li>1 ) Compte clients / Clients account</li> <li>2 ) Compte cheques / Checks account</li> <li>3 Compte virements / Wire account</li> <li>4 Compte especes / Cash flow / cash on hand</li> </ol>



	<p>5 ) Compte CB / Credit card account</p> <p>The accounting software they will set up to run the Roots Travel data is quickbook 2016 / e business version.</p> <p><a href="http://quickbooks.intuit.com/business-type/ecommerce/">http://quickbooks.intuit.com/business-type/ecommerce/</a></p> <p>They will be in contact with the French travel agency team and will have to secure every month a report to the book keeper and CPA of the French agency.</p> <p><b>WHAT THE INTERN WILL LEARN FROM THE INTERNSHIP ?</b></p> <ul style="list-style-type: none"> <li>- Learn how to upgrade a current system to a new one by transferring data.</li> <li>- Use a Cloud ( Online ) solution for accounting software and management book keeping.</li> <li>- Learn the difference between the French accounting and US accounting rules.</li> <li>- Run accounting report and understand the financial flow of a French and US corporation.</li> </ul>
<p>94. Direct Loft, <a href="http://www.directloft.com/">http://www.directloft.com/</a></p>	<p>Direct Loft isa real estate agency specializing in proprieties located in the heart of Manhattan’s cultural, economic and academic centers.</p> <p>Roots Travel is a travel agency based in New York specialized in authentic journey all around the world.</p> <p><b>JOB DESCRIPTION :</b></p> <p>This internship is mainly to develop the marking part of Direct Loft.</p> <p>Social medias :</p> <ul style="list-style-type: none"> <li>- The interns will be in charge of improving:</li> <li>- The facebook account</li> </ul>

	<ul style="list-style-type: none"><li>- The Twiter account</li><li>- The Instagram account</li></ul> <p>Online marketing :</p> <p>The intern will post ads and communicate via :</p> <ul style="list-style-type: none"><li>- The Frenchy in New York</li><li>- Craigslist</li><li>- le bon coin</li></ul> <p>Search for new listing on :</p> <ul style="list-style-type: none"><li>- Street easy .</li></ul> <p>List properties on :</p> <ul style="list-style-type: none"><li>- Street easy</li><li>- Office of tourism of multiple destinations.</li></ul> <p>Create new web page and online marketing using the following software :</p> <ul style="list-style-type: none"><li>- square space</li><li>- Wix</li></ul> <p>On the other hand , you will also communicate on the company Roots Travel , a French tour operator and travel agency. Their first destination is Cuba so we will have to deploy strategic, intelligent and effective communication.</p>
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	<p><b>CANDIDATE PROFIL :</b></p> <p>We are looking for a candidate with some knowledge of marketing. He needs to be familiar with developing a website as well as skills in the world of computing. The candidate must speak French and English.</p>
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<p>95. Spain-US Chamber of Commerce, <a href="http://www.spainusc.org">www.spainusc.org</a></p>	<p><b>Company:</b> Spain-U.S. Chamber of Commerce</p> <p><b>Location:</b> New York City</p> <p><b><u>Description:</u></b></p> <p>The Spain-U.S. Chamber of Commerce in the New York has an available internship position as volunteer to support the Department of Events. Throughout the internship the chosen candidate will be assigned a tutor which will be the one responsible for evaluating and guiding its development and the learning process.</p> <p><b><u>Job Description Tasks:</u></b></p> <ul style="list-style-type: none"> <li>• Assist with event planning and management</li> <li>• Manage vendor needs and requirements</li> <li>• Develop timelines to meet special event objectives</li> <li>• Management of event logistics</li> <li>• Designs e-vites, e-blasts and e-newsletters or other marketing materials for events</li> <li>• Hands-on event management support at events</li> <li>• Responding to calls and emails regarding events</li> <li>• Other duties assigned</li> </ul> <p><b><u>Direct Reporting Line:</u></b></p> <p>Daily supervision by the Department’s Manager</p> <p><b><u>Academic Profile Desired:</u></b></p>
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	<p>Has or is working towards a Bachelor’s degree in event planning, marketing, communications, or related field.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Problem solving skills, with the ability to learn fast and coordinate several projects at the same time, while meeting deadlines.</li> <li>• Experience in planning events</li> <li>• Experience in creating marketing materials such as flyers and invitations</li> <li>• Good organizational skills</li> <li>• Great communication skills and outgoing personality</li> </ul> <p><b>Description:</b></p> <p>The Spain-U.S. Chamber of Commerce in the New York has an available internship position as volunteer to support the Department of International Business. Throughout the internship the chosen candidate will be assigned a tutor which will be the one responsible for evaluating and guiding its development and the learning process.</p> <p>The internships in the Spain-U.S. Chamber of Commerce will be non-remunerated, and will require the chosen candidate to collaborate Monday through Friday, 9:00 a.m. to 5:45 p.m. The duration of the internship will be convened with the chosen candidate in a personal interview.</p> <p><b>Job Description Tasks:</b></p> <ul style="list-style-type: none"> <li>• Market research of specific sectors.</li> <li>• Support to Spanish and American companies in their queries related to international business and trade.</li> <li>• Updating and creation of databases, and business directories.</li> </ul>
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- Support in identifying and contacting companies to close business agendas and trade missions.
- Actively participate in the supporting Members of the Chamber and new Members of the Chamber.

**Direct Reporting Line:**

Daily supervision by the Department Manager.

Academic profile desired:

Related to Business Administration degree, Economics, Law, or Humanities related studies.

**Requirements:**

- Knowledge on international trade.
- International experience.
- Expertise in Office (Excel, Word, Access and Power Point)
- Problem solving skills, with the ability to learn fast and coordinate several projects at the same time, while meeting deadlines.
- High level proficiency in English and Spanish

**Title:** Internship - Professional Exchange Program

**Company:** Spain-U.S. Chamber of Commerce

**Location:** New York City

**Description:**

The Spain-U.S. Chamber of Commerce in New York has an available internship position in the Professional Exchange Program Department. This internship will allow the candidate to engage in business tasks related to management, human resources and customer service.

The internship in the Spain-U.S. Chamber of Commerce will be non-remunerated and will require the chosen candidate to collaborate

	<p>Monday through Friday, 9:00 a.m. to 6:00 p.m. The duration of the internship will be determined with the chosen candidate in a personal interview.</p> <p><b><u>Job Description Tasks:</u></b></p> <ul style="list-style-type: none"> <li>• Assist the Department Manager in the roles of the program by organizing and managing documentation and files</li> <li>• Perform administrative tasks such as filing, photocopying and recording documentation.</li> <li>• Engage in tasks related to human resource, customer service and communication.</li> <li>• Update and create databases and productive methods of recording information</li> <li>• Communicate actively with Spanish and American customers</li> </ul> <p><b><u>Direct Reporting Line:</u></b></p> <ul style="list-style-type: none"> <li>• Daily supervision by the Department Manager.</li> </ul> <p><b><u>Academic profile desired but not required:</u></b></p> <p>Degree in Business Administration or Management, Marketing or Communications</p> <p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Expertise in Office (Excel, Word, Access and Power Point)</li> <li>• Problem solving skills, with the ability to learn fast and coordinate several projects at the same time, while meeting deadlines.</li> <li>• Good communication skills in English and Spanish</li> </ul>
<p>96. Yanay Music, <a href="http://www.yanaymusic.com/">http://www.yanaymusic.com/</a></p>	<p>I will need help growing my social media presence. I need outside the box thinkers who are eager to learn and advance and are highly motivated.</p>

97.  
**Luxury Listings  
NYC,**  
[LuxuryListings  
NYC.com](http://LuxuryListingsNYC.com)

Luxury Listings NYC is a tabloid-sized glossy magazine focusing on apartment and townhouse listings in Manhattan, plus dedicated real estate news that lets readers know what's going on specifically in their neighborhood, in a way that mainstream media and shelter magazines don't do. For all of Manhattan's most desirable neighborhoods -- the Upper East Side, Upper West Side, Midtown, Chelsea, Gramercy, Flatiron, West Village, Soho, Tribeca and the Financial District -- the magazine provides a cheat sheet on the latest trends, priciest sales and rentals, celebrity moves and new buildings that keeps affluent readers up to date on what's happening in their backyard. Luxury Listings is distributed to more than 100,000 doorsteps in Manhattan, greater than the daily circulation of the New York Times or Wall Street Journal. The magazine is published by The Real Deal, the leading publication covering the real estate industry in New York City.

We are looking for an ambitious, hardworking individual to be part of the advertising operations for this luxury/lifestyle publication. We want someone who has big picture goals, who can help our team for the print magazine and website (LLNYC.com), help program events etc.

Responsibilities for Internship (but not limited to):

Graduate or undergraduate journalism, communications, or marketing students, as well as recent graduates, may apply. Candidates should be able to work independently and as part of a team. Strong candidates will be proactive and able to juggle several assignments at once. Creativity and a sense of humor are a must.

Required skills:

- Detail oriented with an interest in communications or journalism (interest in luxury goods, luxury lifestyle or real estate science preferred)
- Exceptional verbal and written communication skills and interpersonal skills
- Interest in storytelling through multimedia
- Ability to coordinate multiple tasks and complete assignments with tight deadlines
- Experience with content management systems preferred
- Photoshop and/or Illustrator experience
- Basic computer expertise (Outlook, Office, Google and YouTube; both Mac and PC platforms)

	<p>The ideal candidates would be eager to learn new things, resourceful, self-motivated, extremely well organized, and enthusiastic about print and digital media. Internships require an average of 3, 8-hour days (weekdays) per week for 10 weeks but may require additional hours, evenings and weekends. Upon conclusion of internship could lead to permanent employment.</p>
<p>98. <b>Pack’N’Wood</b>  <a href="http://www.packnwood.com/">http://www.packnwood.com/</a></p>	<p>Supply Chain &amp; Logistics Internship Objective Below please find Internship goals, activities, and skills to be acquired. • Procurement - Buying and Expediting • Price negotiating • Inventory Tracking • Sourcing through use of Inventory Management Software • Communication directly with factories and logistic teams • Working with Customs Broker Intern will work one on one with company owner in dealing with factories, supply chain partners, and logistic companies. Intern will be taught management software and undergo weekly evaluations to see where improvements can be made. Intern will work with the SC&amp;L head in NYC office as well as main buyer of the Purchasing office in Hong Kong who oversees the Procurement company wide and works with factories in more than 11 countries worldwide.</p> <p><b>Business Development assistant</b></p> <p><b>New York based eco-friendly Manufacturer Packnwood is looking for a sales development assistant to develop sales nationally and export.</b></p> <p><b><u>Internship:</u> you will be handling and upselling current accounts, assist in tradeshows, and follow up on leads from current tradeshow.</b></p> <p><b><u>Responsibility:</u></b>  <b>Prepare quotes, offer and presentations for client.</b>  <b>Follow up with hundreds of leads from trade shows</b></p>



	<p><b>Inform and boost sales network on the new products</b></p> <p><b>Create full-scale marketing campaign geared towards distributors</b></p> <p><b>Weekly reporting of progress and tasks</b></p> <p><b>Competition analysis</b></p> <p><b>Help in the creation of marketing plans</b></p> <p><b>Help in Admin work</b></p> <p><b><u>Requirements:</u></b></p> <p><b><u>Fluent spoken and written English</u></b></p> <p><b>Business school student</b></p> <p><b>Must be sales oriented</b></p>
<p><b>99. Keller Williams</b>  <a href="http://kwnyc.com/">http://kwnyc.com/</a></p>	<p>Real Estate Broker can use interns to fulfill the following roles and gain hands on experience in the Manhattan Real Estate Market.</p> <ol style="list-style-type: none"> <li>1) Ad hoc webmaster/publisher (1-2 positions 1-3 months) <ul style="list-style-type: none"> <li>• familiarity with HTML coding and website architecture and construction  Integration of tables, slideshows, pop ups, password protected pages  create and design an easy to remove and update customer interface</li> </ul> </li> <li>2) Data Entry For Marketing Campaigns (8-10 positions 1-3 months) <ul style="list-style-type: none"> <li>• Sorting of contact list, adjusting, modification, organizing, and input. This is a mostly data entry and cross referencing job, there is a lot of data to sort through. The benefits are that this is the backbone of a major marketing campaign where attention to detail matters a lot and whoever does this will gain marketing insight here in NYC.</li> </ul> </li> <li>3) Property and Building Research and analysis (2-3 positions 1-3 months)</li> </ol>

	<ul style="list-style-type: none"> <li>Look up property details and generate a data list. Research skills in this area are important and should be very strong.</li> </ul>
<b>100. Impact Models New York,</b> <a href="http://www.impactmodelsnewyork.com/">http://www.impactmodelsnewyork.com/</a>	<p>We are a modeling agency and we just need an intern who has their own laptop. Internship entails updating website which is easy and we can teach them how, update the backend system as well with updated photos, measurements of the models, contact clients for lead generation, sending models for go-sees and castings, run errands which is minimal</p>
<b>101. Fluid Mesh,</b> <a href="http://fluidmesh.com/">http://fluidmesh.com/</a>	<p>Our positions for intern in NYC are mainly for people interested in sales, marketing and business development of high tech.</p>
<b>102. New York Business Consultants,</b> <a href="http://www.newyorkbusinessconsultants.com/index.html">http://www.newyorkbusinessconsultants.com/index.html</a>	<p>Help with writing business plans  Market research  Help with workshops and NYBC Academy events  Join negotiations and conversations with clients  Approach target list companies/organizations of partners/distributors on behalf of a client  Business networking  etc.</p>
<b>103. The Maxim Group.</b> <a href="http://www.maximgrp.com">www.maximgrp.com</a>	<p>Maxim Group is seeking financial consultant trainees for our New York City office. We provide our employees with a strong, energetic environment in which to grow. As such, we seek individuals with an inherent determination to succeed. The Financial Consultant position is a highly entrepreneurial role, requiring extensive client development, prospecting and consultative selling. Day to day job description includes prospecting high net worth individuals and institutions via telephone for investments with a focus on technology, biotech, drugs, medical devices and Chinese Sectors.</p> <p>Senior producer with over 25 years experience are hiring up to 3 trainees for hands on training program. Required qualifications are listed below.</p> <ol style="list-style-type: none"> <li>1. The ability to articulate yourself</li> <li>2. A natural enthusiasm for sales and or telephone work.</li> <li>3. A high level of integrity.</li> <li>4. A general understanding of the financial markets.</li> <li>5. An unparalleled work ethic and the want to achieve an extremely high level of success relative to your peers.</li> <li>6. Common sense and Intelligence.</li> </ol> <p>Qualifications that may be helpful but not mandatory</p> <ol style="list-style-type: none"> <li>1. A series 7 license (will sponsor if not licensed 7, 63, 65, 66 &amp; more)</li> <li>2. A strong rolodex or network (preferred not mandatory)</li> <li>3. Cold calling experience ( or willingness to learn and succeed)</li> <li>4. Sales experience</li> </ol>

<p>104. <b>KVD NYC</b>  <a href="http://www.maximgroup.com">www.maximgroup.com</a></p>	<p>Accounting Internship</p> <p>She would be working closely with me and Anthony Roberts - my husband/business partner/head of sales - on setting up office systems for KVD NYC, including systems to track all business expenses, all bill payments, and all sales incentive programs, etc.</p> <p>She would learn how to do invoicing via Quickbooks.</p> <p>She would also learn how to process orders and credit card payments from our retail clients</p>
<p>105. <b>SGN Group,</b>  <a href="http://www.sgn-group.com">www.sgn-group.com</a></p>	<p><b><u>Marketing Internship Job Description</u></b></p> <p>Manhattan-based retail management company is looking for an intern who is proactive, a self-starter, and passionate about learning about various areas of fashion and brand-building for emerging European designer brands. Candidates must be comfortable working closely with retail store management and corporate management in all aspects of the business. Small, close-knit work environment requires a motivated, reliable intern. Responsibilities</p> <ul style="list-style-type: none"> <li>• Execution of retail merchandising &amp; promotional marketing/advertising plans and operational functions to company standards</li> <li>• Participation in product/service/brand knowledge training provided to on-site promotions and sales teams on behalf of management</li> <li>• Execution of merchandise presentation directives and standards to sales team members for each client customized retail and/or client acquisition field campaign taking place</li> <li>• Obtain knowledge of marketing and branding strategies used by all new clients the company acquires. Applying knowledge of the product/service and brand to develop customized marketing &amp; sales strategies used during each marketing &amp; client acquisition promotion</li> <li>• Ensure the highest level of customer service resulting in increased productivity and achieving sales goals</li> <li>• Build knowledge of the marketing systems implemented during each customized client promotion/field campaign</li> <li>• Assist the sales promotions &amp; event manager as well as the marketing &amp; client acquisition manager with any day to day administrative support as required</li> <li>• Follow up with partner campaigns and social media outlets to monitor performance</li> </ul> <p>Requirements:</p> <ul style="list-style-type: none"> <li>• Current Sophomore or Junior College Student –</li> </ul>

	<p>Marketing • Possess excellent analytical and problem solving skills • Highly organized and detail oriented • Must be customer oriented, reliable and have a can do attitude • Strong communication and interpersonal skills • Strong computer skills including Microsoft Office; Intermediate Excel Skills</p> <p><b><u>Brand Management Internship</u></b></p> <p>Brand Management Internship European designer showroom in Manhattan is looking for an intern who is proactive, a self-starter, and passionate about learning about various areas of fashion and brand-building for emerging designer brands. Candidates must be comfortable working closely with Brand Managers and other upper management in all aspects of the business. Small, close-knit work environment requires a motivated, reliable intern. Responsibilities • Support the wholesale team in maintaining existing accounts and establishing new client relationship for future business opportunities. • Support wholesale staff by providing sales data, market trends, forecasts, account analyses, Brand Competitive analysis, new product information; relaying customer services requests. • Became familiarized with new collection, learning pricing and delivery methods, getting acclimated to the showroom and location of samples. • Support the Wholesale team during market appointments with buyers and potential clients to ensure efficiently. • Assist with presentations for upper-management and key accounts using power point. • Assisting in the preparation and sales process during fashion market tradeshow. • Updating and maintaining organized customer database. • Help the Wholesale team post market with order review and entry of purchase order. Requirements • Has a genuine interest in learning about the business side of the Fashion Industry with working knowledge of key contemporary and designer brands and retailers. • Highly motivated individual who thrives in a fast pace start up environment. • Curious, creative thinking and enthusiastic with a hard-working nature. • Ability to prioritize, utilizing resources and managing time effectively. • Strong organizational skills with very high attention to detail. • Excellent interpersonal and communication skills. • Prior experience working in the fashion industry a plus. • Computer literate with proficiency in MS office, especially Microsoft PowerPoint, Excel and Outlook. • Must be enrolled in a four year college.</p>
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<p><b>106. Sum Innovation,</b>  <a href="http://suminnovation.com/">http://suminnovation.com/</a></p>	<h2>Description</h2> <p>At SUM Innovation, we assess, design, implement, and manage solutions for fast-growth startups, international businesses, established and growing businesses, and nonprofits across the U.S. As an accounting management, staffing and consulting firm, we focus on delivering outcomes aligned with the diverse needs of our client's short and long-term objectives.</p> <p>SUM Innovation is seeking an Accounting intern for the end of Spring/Summer of 2016. Under general supervision, the intern will assist with all functions related to entry-level accounting. There will be opportunities for professional development and to be a part of a growing small business.</p> <p>*We are not a CPA accounting firm though we do have staff that are CPA's. We do not do audits or taxes but we do help prepare for audits and taxes for our clients CPA's.</p> <h2>Responsibilities</h2> <p>Some of the responsibilities may include but are not limited to: assisting with bank statement or credit card reconciliations, post journal entries, data entry, learning month-end financial reports, payroll, inventory, learning Quickbooks and Xero and more.</p> <h2>Requirements</h2> <p>The intern must have prior experience with some entry-level accounting (past internships are fine) and must be pursuing a related accounting degree, or have a bachelor's degree. Experience with accounting technology is a plus.</p> <h2>Skills</h2> <p><b>Required</b> - Writing Skills, Communication Skills, Basic Accounting, Word  <b>Preferred</b> - QuickBooks, Xero, Pivot Tables, Excel, V Lookups</p>

<p><b>107. Aegis Capital,</b>  <a href="http://www.aegiscapcorp.com/">http://www.aegiscapcorp.com/</a></p>	<p><b>** Located in Melville, New York</b></p> <p><u>Job Description-</u></p> <p>Stockbroker Trainee Program (Long Island/Financial District)  compensation: Please call or email  employment type: full-time</p> <p>Stockbroker Trainee Program  Series 7 &amp; 63 sponsorship  Aegis Capital Corp takes an active role in training employees in all aspects necessary to produce successful brokers in this complex market environment. Train directly with senior members of the firm. Must be self motivated and hard working.</p> <ul style="list-style-type: none"> <li>-Aegis Capital Corp.</li> <li>-Melville, NY</li> <li>-Paid training</li> <li>-6 &amp; 7 figure earnings potential</li> </ul>

<p><b>108. Best Class,</b>  <a href="http://www.bestclass.nyc">www.bestclass.nyc</a></p>	<p>At this time we're looking for unpaid interns for Sales and Marketing for a duration of 6 months to 1 year, in the following specific areas:</p> <ul style="list-style-type: none"> <li>- Digital Media</li> <li>- Influencer Marketing</li> <li>- Prospecting and Closing Sales</li> <li>- Event Management</li> <li>- PR</li> </ul>
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<p><b>109. Literati Group,</b>  <a href="http://literati.nyc/">http://literati.nyc/</a></p>	<p>Literati Group Housing is seeking like-minded, talented people that love what they do and willing to follow their dream. Pragmatists need not apply. A successful candidate will be given opportunities to impact the organization by providing support to the Real Estate and Marketing team.</p> <p><b>Responsibilities:</b></p> <p>Communicate via phone and e-mail regularly to prospective clients and brokers</p> <p>Greeting clients and create guest cards</p> <p>Schedule appointments</p> <p>Maintain inquiry/prospect tracking database</p> <p>Update the availability and coordinating floor plans</p> <p>Organize office paperwork including but not limited to: prospect registrations, co-broker agreements, construction waivers</p> <p>Prepare all marketing and leasing packages as needed</p> <p>Generate site reporting on a daily basis</p> <p>Input listing information into listing syndication engine</p> <p>Update CRM Report</p> <p>Communicate with and assist the Leasing Manager with tasks and reports</p> <p>Position may be required to perform duties outside their normal responsibilities as needed and when requested</p> <p><b>Educational requirements:</b></p> <p>BS/MS Management, Business, Real Estate, Urban Planning</p> <p><b>Experience requirements:</b></p> <p>Prior Sales or Real Estate Experience</p>
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	<p><b>Desired Skills:</b></p> <p>Strong basic computer skills (office suites) and ability to learn in-house software</p> <p>Excellent communication skills</p> <p>Strong customer service skills</p> <p><b>Qualifications:</b></p> <p>Ability to work under pressure</p> <p>Ability to work and get things done independently and without guidance</p> <p>Ability to manage multiple priorities while demonstrating the initiative to produce results and resolve problems.</p> <p>Prepared to work well and collaborate in a team environment with members having varying skill levels</p> <p>Wilingless and ability to learn new things</p> <p><b>Incentives:</b></p> <p>Monthly metro card</p> <p>Weekly paid lunch and other perks</p> <p>Internship experience in exchange for college credit</p>
<p><b>110.</b>  <b>Literati Group,</b>  <a href="http://literati.nyc/">http://literati.nyc/</a></p>	<p>Literati Group Housing is seeking like-minded, talented people that love what they do and willing to follow their dream. Pragmatists need not apply. A successful candidate will be given opportunities to impact the organization by providing support to the Real Estate and Marketing team.</p> <p><b>Responsibilities:</b></p>



	<p>Communicate via phone and e-mail regularly to prospective clients and brokers</p> <p>Greeting clients and create guest cards</p> <p>Schedule appointments</p> <p>Maintain inquiry/prospect tracking database</p> <p>Update the availability and coordinating floor plans</p> <p>Organize office paperwork including but not limited to: prospect registrations, co-broker agreements, construction waivers</p> <p>Prepare all marketing and leasing packages as needed</p> <p>Generate site reporting on a daily basis</p> <p>Input listing information into listing syndication engine</p> <p>Update CRM Report</p> <p>Communicate with and assist the Leasing Manager with tasks and reports</p> <p>Position may be required to perform duties outside their normal responsibilities as needed and when requested</p> <p><b>Educational requirements:</b></p> <p>BS/MS Management, Business, Real Estate, Urban Planning</p> <p><b>Experience requirements:</b></p> <p>Prior Sales or Real Estate Experience</p> <p><b>Desired Skills:</b></p> <p>Strong basic computer skills (office suites) and ability to learn in-house software</p> <p>Excellent communication skills</p> <p>Strong customer service skills</p> <p><b>Qualifications:</b></p>
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	<p>Ability to work under pressure</p> <p>Ability to work and get things done independently and without guidance</p> <p>Ability to manage multiple priorities while demonstrating the initiative to produce results and resolve problems.</p> <p>Prepared to work well and collaborate in a team environment with members having varying skill levels</p> <p>Willingness and ability to learn new things</p> <p><b>Incentives:</b></p> <p>Monthly metro card</p> <p>Weekly paid lunch and other perks</p> <p>Internship experience in exchange for college credit</p>
<p><b>111.</b> Kellogg and Partners, <a href="http://www.kellogg.com">www.kellogg.com</a></p>	<p>Kellogg &amp; Partners seeks motivated interns with marketing and PR/communications backgrounds in lifestyle, hospitality, engineering and pharmaceutical industries. Our agency handles projects that range from basic press relations to events, marketing planning, trade shows.</p>
<p><b>112.</b> Fiscal Femme, <a href="http://thefiscalfemme.com/">http://thefiscalfemme.com/</a></p>	<p><b>Head of Marketing</b> The Fiscal Femme is looking for an entrepreneurial and passionate intern to head up our marketing efforts and help us grow our impact and reach. Projects include branded campaigns, product launches and overall marketing strategy. This intern will have a tremendous amount of autonomy and impact within the company that will provide for tangible results and impressive experience. Daily tasks will include strategy and planning, social media, writing, email marketing and brand messaging. We are looking for a self-starter who is passionate about big projects and growing a company. They should also have strong writing skills, great attention to detail and an entrepreneurial spirit as well as enjoy working on a team. Fiscal Femme interns have the opportunity to join an exciting company at a very early stage and can take on a tremendous amount of responsibility, working with the founder directly on extremely important projects.</p> <p><b>Head of Partnerships / PR</b> The Fiscal Femme is looking for an entrepreneurial and passionate intern to head up our partnership efforts and help us grow our impact and reach. Our intern will have the opportunity to work with very well known brands including Forbes, Her Campus, Levo League, Huffington Post and many more. Interns will act as the point person on all current and new partnerships which may include written content, blog posts, events and contests. In addition, the intern will be creating a</p>

	<p>cohesive strategy with our partners for various Fiscal Femme course launches. We are looking for a self-starter who is passionate about big projects and growing a company. They should also have strong writing skills, great attention to detail and an entrepreneurial spirit as well as enjoy working on a team. Fiscal Femme interns have the opportunity to join an exciting company at a very early stage and can take on a tremendous amount of responsibility, working with the founder directly on extremely important projects.</p>
<p><b>113. Yigal Arouzel,</b>  <a href="http://yigal-azrouel.com">http://yigal-azrouel.com</a></p>	<p><b>PR &amp; GLOBAL COMMUNICATIONS INTERN</b></p> <p>Looking for a city savvy, driven, and dedicated intern to assist the Director of Global Communications, PR Manager, and Communications Assistant with all PR and Communication needs. This person should be available to start immediately for Summer 2016. We ask that you have excellent communication and organizational skills, a great work ethic, the ability to work efficiently and a can-do attitude. Knowledge and interest within the fashion industry is preferred.</p> <p>The responsibilities involve assisting with showroom inventory maintenance and sample trafficking for media and celebrity shoot requests, research, organizing, and assisting on any other department needs (office management, fashion show logistics, monitoring press coverage and supporting at special events). This internship will also offer the opportunity to participate in Fashion Week.</p> <p>This environment may be extremely fast paced at times. The internship is at least 3 days a week from 10-6 and is best suited for a young individual eager to enter the fashion world. This internship is unpaid and school credit is required.</p> <p>Desired Qualities and Responsibilities include:</p> <ul style="list-style-type: none"> <li>○ Extremely organized and detail-oriented</li> <li>○ Familiar with trafficking samples and communicating with fashion publications</li> <li>○ Assist in Press appointments and any press related events</li> <li>○ Experience with Microsoft Outlook and Excel</li> <li>○ FPGS experience is recommended</li> <li>○ Assist with inter-departmental tasks relating the press department</li> </ul>

Minimum requirement of 3 days per week, 3-month commitment.  
Please send your cover letter and resume to [hr@yigal-azrouel.com](mailto:hr@yigal-azrouel.com) .  
If ineligible to receive school credit, please do not apply.

### **SOCIAL MEDIA INTERN**

Looking for a city savvy, driven, and dedicated intern to assist the PR Manager, and Communications Assistant with all social media needs. This person should be available to start immediately for Summer 2016. We ask that you have excellent communication and organizational skills, a great work ethic, the ability to work efficiently and a can-do attitude. Knowledge and interest within the fashion industry is preferred.

This environment may be extremely fast paced at times. The internship is at least 3 days a week from 10-6 and is best suited for a young individual eager to enter the fashion world. This internship is unpaid and school credit is required.

Desired Qualities and Responsibilities include:

- Extremely organized and detail-oriented
- Familiar with social media channels: Twitter, Facebook, Instagram, Tumblr, Pinterest, Snapchat
- Assist with Data Analysis for brand
- Experience with Microsoft Outlook and Excel
- Excellent writing skills
- Assist with inter-departmental tasks relating the press department
- Interest in trending topics, pop culture and news required

Minimum requirement of 3 days per week, 3-month.  
Please send your cover letter and resume to [hr@yigal-azrouel.com](mailto:hr@yigal-azrouel.com)  
If ineligible to receive school credit, please do not apply.

## DESIGN

### Key Responsibilities:

- Assist team organize collection materials and development.
- Assist with creation of design boards for presentations and meeting.
- Assist with research, concept development, trends and materials.
- Assist in-house Patternmaker with pattern development.
- Organize/maintain the trim library
- Deliver and pick up materials, samples from local Vendors, Factories and Stores.
- Assist with shipping materials and orders to Clients and Vendors.
- General organizational responsibilities include filing and maintenance of storage areas.
- Work on various hands-on projects to prepare for upcoming collection and production of previous collection.
- General responsibilities include everything from organizing libraries for sketches/patterns/etc., to helping with basic hand sewing

### Desired Qualifications & Skills:

- Have excellent communication skills
- Proficient in Adobe Photoshop
- Knowledge of garment construction and fabrics
- Must be able to receive academic credit

Please send your cover letter and resume to Jiwon Kang, [jkang@yigal-azrouel.com](mailto:jkang@yigal-azrouel.com).

If ineligible to receive school credit, please do not apply.

## PRODUCTION

Looking for intellectual individuals that are both creative and hardworking to intern in the Production Department. He/She will experience the logistical aspect of a production cycle from start to finish, from Pre-Production to Bulk Production.

This environment may be extremely fast paced at times. This intern should also be proactive during the slower times. The internship is at least 3 days a week from 10-6:30 and is best suited for a young individual eager to enter the fashion world. This internship is unpaid and school credit is required.

Responsibilities:

- Local market sourcing
- Assisting in assembling/organizing materials for domestic and overseas factories
- Filing and organizing studio materials, samples, production log
- Assisting in production Purchase Orders and receiving invoices
- Organize and maintain studio appearance on regular basis, cleaning up areas upon completion of all projects
- Communicating with factories around the Garment District

Please send your cover letter and resume to [hr@yigal-azrouel.com](mailto:hr@yigal-azrouel.com).

If ineligible to receive school credit, please do not apply.

## SALES

Looking for a dedicated, hardworking, eager, and passionate intern to assist the Director of Sales and Account Executive with all Wholesale needs. This individual will work hand in hand with the Sales team on all projects related to building the wholesale business. The person will learn the ins and outs of an Account Executive role. This will include Market Week appointments, trunk shows, building client relationships, created all necessary documentation for the season at hand, and working closely with the Design team.

Responsibilities include:

- Pull sales / inventory reports and support all reporting analyses for senior management
- Learn and support weekly re-order process

	<ul style="list-style-type: none"> <li>• Assist with various data entry projects</li> <li>• Support the wholesale team during Market appointments</li> <li>• Maintain the Visual Merchandising standards of the showroom at all times</li> <li>• Assist in receiving, unpacking, and logging in all season deliveries</li> <li>• Trafficking collections to other showrooms / departments</li> </ul> <p>Requirements include:</p> <ul style="list-style-type: none"> <li>• Previous experience in a similar environment is preferred</li> <li>• Major in relevant subject (e,g, Buying, Merchandising)</li> <li>• Flexible approach to working</li> <li>• Excellent attention to detail</li> <li>• Strong organization and time management skills</li> <li>• Pro-active and results driven approach</li> <li>• Strong verbal and written communications skills</li> <li>• Knowledge of Excel and PowerPoint</li> </ul> <p>This environment may be extremely fast paced at times. The internship is at least 3 days a week from 10-6 and is best suited for a young individual eager to enter the fashion world. This internship is unpaid and school credit is <u>required</u>.</p> <p>Minimum requirement of 3 days per week, 3-month commitment.</p>
<p><b>114.Laidlaw</b>  <a href="http://WWW.laidlawltd.com">WWW.laidlawltd.com</a></p>	<p>Laidlaw &amp; Company is a full-service investment banking and brokerage firm offering personalized investment advice and skillful execution to private and public institutions, as well as high net worth individual investors. Authorised by the FCA Incorporated in England and Wales.</p> <p>As a leading investment boutique with over 170 years experience Laidlaw &amp; Company is dedicated to providing independent and transparent investment advice, a broad array of traditional and alternative investment</p>

	<p>solutions and world class client service to high net worth individuals and institutional clients.</p> <p>The Wealth Management Division at Laidlaw &amp; Company is a leading source for high quality investment solutions, offering high net worth clients access to premiere investment partnerships. Each investment portfolio is crafted to target maximum returns at targeted and appropriate risk levels. The Firm provides an array of financial services including: investment banking, equity research, private wealth management, structured products, global institutional equity, fixed-income and derivative sales &amp; trading, and alternative investments.</p> <p><b><i>Wanted college intern(s) for office support duties with an established Broker-Dealer / Registered Investments Advisor: Duties may include but will not be limited to: client prospecting research, Client / Prospect verification, market research, company reviews.</i></b></p>
<p>115.Tani Nyc, <a href="http://www.taninyc.com/">http://www.taninyc.com/</a></p>	<p>Tani, a men's and women's shoe boutique (<a href="http://www.taninyc.com">www.taninyc.com</a>) with locations on the Upper West Side and Lower East Side, is currently seeking full and part-time sales associates for both locations with the opportunity for advancement.</p> <p>Ideal candidates should be upbeat and friendly with good customer service and communication skills, have a keen sense of current fashion trends, and have at least one year of prior retail experience. All candidates must be available for both Saturday and Sunday shifts.</p>
<p>116.Liqs Cocktail Shot, <a href="http://www.liqshot.com/">http://www.liqshot.com/</a></p>	<p>LIQS Cocktail Shots serves their product at top nightlife venues in NYC. The company is looking for two interns to help in the office. This is a business development position in hospitality/marketing/PR. Calling on hotels, event planners, caterers to increase visibility of the brand and create industry strategic industry partnerships. Research events that are a good fit for the brand. The goal is to find venues/events with our target demographic in attendance. Interns would be doing secretarial office work, outreach, sending emails and phone calls, sending products, and generally helping out where needed. This is a great opportunity to observe a new company's daily operations and gain experience using marketing and PR to help develop and grow a business.</p>



<p><b>117.JP Teaches Photography</b>, <a href="http://jpteachesphoto.com">http://jpteachesphoto.com</a></p>	<p>We are a photography education company and what we're looking for is administrative/operations assistance from the office/home, as well as some assistance teaching group classes (if the intern is interested in that).</p>
<p><b>118.Tmrw Studio</b>, <a href="http://tmrw-studio.com/">http://tmrw-studio.com/</a></p>	<p>Fast growing start-up ladies Fashion Footwear &amp; Accessories Company is seeking interns for possible hire within few months. Our office is in by Bryant Park/ Fashion District (39th Street &amp; 6th Ave) TMRW-STUDIO</p> <p>We will be training the interns for the jobs below, based on your performance; you could be hired for below positions. Please apply if you are seeking for long term employment opportunities and growth in your career. Main Responsibilities including but not limited"</p> <p>Intern/ Sales Rep</p> <ul style="list-style-type: none"> <li>- Contacting buyers and setting up appointments and selling products to nationwide boutiques (will offer commission on sales)</li> <li>- Maintaining customer data base/ updating contacts</li> <li>- Preparing line sheets &amp; catalogs &amp; pricing in power point, excel, pdf files</li> <li>- Assigned to special projects, tasks as needed</li> </ul> <p>Intern/Production Assistant</p> <ul style="list-style-type: none"> <li>- Creating line sheets &amp; sales tools in power point, excel, pdf files</li> <li>- Creating price files in excel/ understanding gross margin</li> <li>- Analyzing supply/ demand</li> <li>- Order Tracking/ Processing/</li> <li>- Communications with factories in overseas for production/ design/ fitting etc. details</li> <li>- Communication production status to customers/ or sales team</li> <li>- Following up on Documentations/ Scheduling vessels</li> <li>- Finalizing production/ shipments in all details and production timeline</li> <li>- Assigned to special projects, tasks as needed</li> </ul> <p>Desired Skills &amp; Experience</p> <ol style="list-style-type: none"> <li>1. Positive attitude &amp;Very Good communication &amp; organizational skills</li> <li>2. Confident, Hardworking, self-initiative personality</li> <li>3. Proactive communication with clients &amp; vendors</li> <li>4. Good thinking/ analytical skills</li> </ol>

	<p>5. Photoshop, Microsoft Office/ excel/ power point/ etc.  6. Fluent English, Possibly-Chinese or Turkish for production assistance</p> <p>Our company is all about energy, good attitude, professional service, flexibility, dignity, and excellent performance.</p> <p>Internship Stipend- \$75 a week for lunch &amp; train expenses (min 35-40 hours a week) or \$15 a day.</p>
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<p><b>119. Icon Payments,</b>  <a href="http://www.iconpayments.com">www.iconpayments.com</a></p>	<h2 style="text-align: center;">Customer Service Representative Internship</h2> <p><b>DESCRIPTION</b></p> <p>As a Client/ Customer Services Representative, you will provide quality service to clients and providers by accurately, effectively and consistently handling their telephone inquiries.</p> <p>You will review and analyze credit applications and credit bureau information in order to make credit decisions in compliance with credit policy guidelines.</p> <p>You will provide support for all customer account issues and will communicate processing decisions to clients/providers as well as resolve program/terminal hardware/software issues.</p> <p>You will resolve merchant issues by utilizing several different databases and software systems.</p> <p>You will analyze merchant terminal responses.</p> <p>You will determine when monetary adjustments are warranted and complete adjustments accordingly.</p> <p>You will cultivate and maintain positive relations with the merchant base. You will also be trained to handle inbound calls from our cardholders and clients.</p>
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	<p>Duties performed include everything from simple requests such as the balance on an account or the change of an address to more complex issues such as billing disputes.</p> <p><b>Requirements</b> Able to bilingual Chinese and English</p> <p><b>Compensations</b> Unpaid intern in compliance with government rules. Lunch and transportation fee will be subsidized.</p> <p><b>Description</b> Company is looking for an Accounting intern. The student filling this position will handle a wide range of important duties.</p> <p><b>Responsibilities</b> Assist with month-end financial reports, sales residual report Help with accounts receivable, payable and bank statement reconciliation Assist with audits Balance sheet reconciliation Manage the tracking of our physical inventory Support the payment processing team Collect Payments based on invoice</p> <p><b>Requirements</b> Able to bilingual Chinese and English Applicants should be Business, Finance, Economics or Accounting majors with proficient in Microsoft Office applications. Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position. Full time opportunity available but not guaranteed. H1b visa will be sponsor for top performers.</p>
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**Compensations**

Unpaid intern in compliance with government rules. Lunch and transportation fee will be subsidized.

**Location**

New York City

**Human Resources Intern**

**JOB SUMMARY**

The Human Resources Intern will provide a broad range of HR support. The intern will assist our team in a variety of administrative and project-oriented HR tasks. The role will be provided hands-on experiences working with the HR Business Partners in areas such as Associate Relations, Workforce Planning, Talent Management and other functions.

**PRIMARY DUTIES AND RESPONSIBILITIES**

Coordinating various programs.

Assist with recruiting, interviewing, employee relations, reports, record-keeping, and development of processes.

Performs other duties as required and assigned.

**CORE COMPETENCY REQUIREMENTS:**

Strong analytical, problem solving and communication skills.

Self-starter able to work with little supervision and maintain high productivity.

Must possess and demonstrate the highest level of personal integrity and professional judgment.

Must be able to work in a collaborative, collegial and respectful manner with all levels within the organization, from senior management to operating personnel.

Positive and enthusiastic attitude and good work ethic.

**BASIC QUALIFICATIONS:**

Current college junior or senior pursuing a bachelors or masters degree in the HR field is preferred (Human Resource Management, Business, Organizational Behavior, and/or Communications).

Knowledge and comfort of use utilizing various systems and technology.

Effective time management with the ability to direct simultaneous/multiple projects.

Detail-oriented, self-motivated, creative, and enthusiastic.

Ability to document and maintain accurate records.

Efficient with Microsoft Office products including PowerPoint, Excel and Access, Email.

Ability to handle highly confidential information.

Excellent oral and written communication skills.

**Compensations**

Unpaid intern in compliance with government rules. Lunch and transportation fee will be subsidized.

**Location**

New York City

**Sales Executive Intern**

**Job Responsibility**

Sell products and services in the US with a focus on merchant payments acceptance and EMV migration in the US

Have an existing network of merchants, acquirers, terminal vendors and payment Brands

Be able to use and expand your professional network to create new business opportunities

Meeting and exceeding your sales target

Strong consultative selling skills, able to devise appropriate solutions for customer problems

Generate leads and manage the complete sales cycle from lead generation to deal closure

	<p>Assist in qualifying merchants readiness for EMV migration</p> <p>Promote the company in NA in exhibitions, seminars, and speaking in industry events.</p> <p>Building strong relations with your customers and key accounts</p> <p>Continuously evolving and expanding your knowledge of the industry</p> <p>Respond effectively to urgent and sensitive customer issues.</p> <p>Perform other duties as directed.</p> <p><b>Job Requirements</b></p> <p>Ability to understand the customers’ business and how our services fit into the context of their business.</p> <p>Strong consultative selling skills.</p> <p>Capable of giving technical demos and product training to end users</p> <p>Strong cold calling, networking, canvassing and other sales tactics to help achieve revenue goals.</p> <p>Flexible and creative</p> <p>Result-driven attitude, able to build, maintain and grow key accounts</p> <p>Excellent verbal and written communication skills</p> <p><b>Preferred Qualifications</b></p> <p>Able to bilingual Chinese and English</p> <p>Technical education and experience</p> <p>A strong network in the merchant acquiring space and understand the acceptance payments infrastructure.</p> <p><b>Compensations</b></p> <p>Deal bonus plus monthly residual</p>
<p><b>120. Z Office Suites</b>  <a href="http://www.zofficesuites.com/">http://www.zofficesuites.com/</a></p>	<p>We have launched a new event space business called “Z Office Space”. We had an intern working in the business but she is going back to school to get her masters. This could be paid or un-paid internship. The intern would need good social media skills to promote the space as well as good phone communication skills to work with clients to book events in the space. It would help if they had a knowledge of marketing to create campaigns for the space.</p>

	<p>We would ask them to write some emails and handle some other items around the office as well. If we did a paid internship they would be paid a flat rate plus commissions on the events that they booked for the space. Do you have someone looking for this type of internship?</p>
<p><b>121. Medikidz,</b>  <a href="http://www.medikidz.com/gb-en/">http://www.medikidz.com/gb-en/</a></p>	<p>Looking for marketing interns who can assist in their lead creation and appointment process, tasks would include:-</p> <ul style="list-style-type: none"> <li>- Performing market research using general search and Hoovers Database to determine key companies and specific contacts to target</li> <li>- Maintain internal contact lists</li> <li>- Reach out to key contacts in order to set up appointments or provide information requests</li> <li>- Assist sales team members in follow up on key opportunities</li> </ul>
<p><b>122. Aqua Reveal,</b>  <a href="http://www.aquareveal.com/">http://www.aquareveal.com/</a></p>	<p>*** They are located in Palisades Park, New Jersey.</p> <p>The commute is a direct bus from Port Authority. They are moving to an office in Fort Lee, but it is directly off the bus stop so it should be pretty simple. The bus you should take is only about 45 minutes from Port Authority in the morning - it's actually not that far from NY but there are a lot of local stops on the way. See below for a bus schedule.</p> <p><a href="http://www.njtransit.com/pdf/bus/T0154.pdf">www.njtransit.com/pdf/bus/T0154.pdf</a></p> <p>Responsibilities:  Ongoing bookkeeping duties in Quickbooks  Administrative help for the daily management of the office as well as the opportunity to get involved in a wide range of projects.</p>

	<p>Requirements:  Familiarity with accounting and bookkeeping  High level of familiarity with Quickbooks  High level of attention to detail  High level of integrity  Proactive and solution-oriented personality  Analytical skills</p>
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<p><b>123. Blue Collar Capital,</b>  <a href="http://www.bluecollarcapital.net/">http://www.bluecollarcapital.net/</a></p>	<p>** Must be very confident in English as this is a cold calling position.</p> <p>Entry and mid-level sales positions open for immediate hire. No experience necessary, make money by selling money to businesses. Great opportunity to grow within the company. Generous weekly bonus plus commission compensation. Conveniently located 3 minutes from Penn Station. If you are a highly motivated, organized and ready to start earning serious money, call now to schedule an interview,</p>
<p><b>123. Station Restaurant/Scratch NYC,</b>  <a href="http://www.scratchnyc.com/">http://www.scratchnyc.com/</a></p>	<p>We are looking for ambitious, creative, and extroverted college students or recent graduates with aspirations in the fields of hospitality, marketing, event planning, public relations, restaurants, nightlife, communications, sales, or music and the</p>



	<p>arts. Applicants must be available to work at our New York offices at least three days per week.</p> <p>-----</p> <p>Experienced New York City venue operators and event coordinators are expanding their operations and seek motivated, energetic and outgoing new members to join their team.</p> <p>You are invited to apply for an internship position with one of New York's premier hospitality and event organizations. Our burgeoning hospitality empire includes a new restaurant, bar, nightclub and lounge. Those looking to advance their connections in one of the above fields are urged to apply.</p> <p>Our interns are given the opportunity to experience the hospitality and nightlife industries from the inside-out, with a hands-on approach allowing them to see how venues and events in New York are built and nurtured. Responsibilities of the job include: event planning, neighborhood outreach, email marketing, database management, list compilation, event coordination and assistance, reservation and venue management, social media and web upkeep, along with general office tasks. In attendance at our restaurants and daily/weekly events you will serve as a coordinator and host, maintaining an overall positive atmosphere.</p> <p>Those who apply must be serious about being a part of the hospitality scene in New York. The perfect applicant will be outgoing, able to accommodate many people and tasks at once, easygoing with superb communication skills, and capable of remaining professional and focused in an energetic environment under pressure. Interns regularly sit-in on meetings with clients, management, and owners. The events we produce cater to the art, music, fashion, and hospitality industries. This position is a fantastic way to build your contact base and network with other young and ambitious New Yorkers.</p>
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<p><b>123. River Partners,</b>  <a href="http://www.riverpartnersnyc.com/">http://www.riverpartnersnyc.com/</a></p>	<p>Hospitality group looking for a summer intern to start work ASAP. Hopefully you can use for course credit at the university you are studying at. We are looking for bookkeeper with quick books skills and basic accounting skills. To work about 20 hours a week.</p>
<p><b>123. Faviana,</b>  <a href="http://www.faviana.com/">http://www.faviana.com/</a></p>	<p>Faviana was born in the heart of New York City; a city marked by rich culture and diverse aesthetic. With inspiration around every corner, Faviana has adopted its intoxicating energy by incorporating it into every stitch of each collection. With the perfect combination of sophistication and versatility, Faviana provides a curated mix of designs that express, enhance, and elevate each woman's individual identity as she celebrates the most important and memorable moments in her life.</p> <p>Faviana is seeking a Bookkeeper to add to our team! The ideal candidate will have the strong ability to problem solve, analyze data, and manage our payment cycle. This position will be responsible for controlling expenses by processing, receiving, and verifying invoices.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>-Manages the general ledger</li> <li>-Utilizing the A/R, A/P, G/L and the bank reconciliation modules</li> <li>-Applies wire payments to invoices</li> <li>-Verifies and posts account transactions</li> <li>-Keeps track of Company records, expenses, and documentation</li> <li>-Reviews invoices from vendors prior to issuing payments</li> <li>-Prepares checks</li> <li>-Assists in month end closing</li> <li>-Compiles data and weekly reports using Excel</li> </ul>

	<p>-Reconcile vendor statements and research discrepancies</p> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>-MUST have knowledge of Sage 100/MAS90/MAS200 ERP</li> <li>-Strong proficiency in Excel</li> <li>-Experience using data entry</li> <li>-Organizational and analysis skills</li> <li>-High degree of accuracy and attention to detail</li> <li>-Bachelor's Degree in Accounting or related field</li> </ul>
<p><b>123. Digifi,</b>  <a href="http://www.dijifi.com/">http://www.dijifi.com/</a></p>	<p>We need a team player to help operations teams to respond to client emails, to take orders, to invoice and send out packages but as well do bookkeeping for operations and responsibilities</p> <p>Include:</p> <ol style="list-style-type: none"> <li>1) Maintaining and updating QUICKBOOKS online especially for services and pricing.</li> <li>2) preparing order estimates</li> <li>3) Entering Invoices into Quickbooks</li> <li>4) Maintaining accurate Quickbooks Records</li> <li>5) Entering Expenses &amp; Payments into Quickbooks</li> <li>6) Reconciling vendor accounts and client accounts</li> <li>8) Filings , Admin and keeping on top of the order system and order delivery and billing</li> <li>10) Payroll processing</li> <li>11) Keeping on top of employee hours</li> </ol> <p>Skills to possess - PLEASE INDICATE WHEN YOU APPLY THAT YOU HAVE</p> <ol style="list-style-type: none"> <li>1) Knowledge of QUICKBOOKS</li> <li>2) Basic Computer Background</li> <li>3) Good Follow up skills</li> <li>4) Good Organizational Skills</li> </ol>
<p><b>123. New York Mart,</b>  <a href="http://newyorkmart.com">newyorkmart.com</a></p>	<p>Working Location  Long Island City, New York</p>

	<p><b>Job Duties</b></p> <ul style="list-style-type: none"> <li>â€¢ Make payments by receiving, processing, verifying and reconciling invoices.</li> <li>â€¢ Complete data and journal entries; maintenance of general ledger accounts</li> <li>â€¢ Bank account control, reconciliation and other cash flow management routines</li> <li>â€¢ Weekly payroll processing and recording</li> <li>â€¢ Monthly P/L reporting and other ad-hoc reporting</li> <li>â€¢ Comply with taxes returns and all other governmental regulations</li> <li>â€¢ Maintains historical records by filing documents</li> </ul> <p><b>Job Requirements</b></p> <ul style="list-style-type: none"> <li>â€¢ Must have Bilingual ability in Chinese (Mandarin or Cantonese) and English</li> </ul>
<p><b>124. Berkshire Hills Capital,</b>  <a href="http://www.bhcapit.alnetwork.com/">http://www.bhcapit.alnetwork.com/</a></p>	<p>PURPOSE : Marketing and Communications Management for company</p> <p><b>MAJOR RESPONSIBILITY AREAS</b></p> <p>Implementation of marketing plans, including product positioning, campaign strategies, and market strategy insights.  Discovery of strategic business opportunities through cross function collaboration with sales, HR, etc.  Provide product/service support in order to establish proper channels of information and communication.  Responsible for branding, advertising, trade shows, company events and promotional collateral  Work with management on projects dealing with media relations, business communications, success stories</p> <p><b>CORE COMPETENCIES:</b></p> <p>These are personal traits that will best help the associate to successfully perform the essential functions of the job.</p> <p>Judgement and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.  Integrity - Job requires being honest and ethical.  Initiative - Job requires a willingness to take on responsibilities and challenges.  Leadership - Job requires a willingness to lead, take charge, and offer opinions and direction.</p>

	<p>Achievement/Effort - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.</p> <p>Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations.</p> <p>Social Orientation - Job requires preferring to work with others rather than alone, and being personally connected with others on the job.</p> <p>Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.</p> <p>Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.</p> <p>Candidate must be very articulate, have a sense of humor, easygoing, but very disciplined. We need a culture fit!</p> <p>Requirements</p> <p>Bachelor's degree in Marketing, Communications, Advertising or Journalism</p> <p>Minimum (0) zero to (5) five years of relevant experience in marketing management with proven success, however we offer paid training</p> <p>Must have wide range of experience and understanding of the marketing including product positioning, pricing, promotions, market research, sales and distribution.</p> <p>Should be a proactive self-starter with the ability to work independently. Need strong ability to set priorities, solve problems, and be resourceful under pressure.</p> <p>Experience working with agency/client partners, exhibiting the ability to generate maximum return through effective marketing strategies and direction.</p>
<p><b>125.Keller Williams</b>  <a href="http://kwnyc.com/">http://kwnyc.com/</a></p>	<p>The Nicole Gary Team at KWNYC Tribeca is looking for a summer intern to work approximately 10-15 hours / week (possibly more). We are offering a stipend for a monthly metro card and lunches a few times / week. Our team is the largest at KWNYC Tribeca and this would be perfect for someone who is very interested in learning about real estate, how to run a medium-sized business, and has interest in or experience with marketing.</p> <p>Amazing Opportunity Available For The Right Candidate</p>

	<p>We are the largest national real estate brokerage and making a rapid and major impact on the NYC market. Why not intern with the best?</p> <p>This is an administrative internship with room for growth. If you are interested in residential and commercial real estate, and learning the ins and outs of running a customer-driven business, then this is the place for you.</p> <p>We can provide free education usually only reserved for KWNYS licensed agents, and mentorship from one of the highest grossing agents at KWNYS.</p> <p>We are looking for the following skills:</p> <ul style="list-style-type: none"> <li>• Quantitative as well as qualitative reasoning - you are as at home with an excel spreadsheet as you are troubleshooting and brainstorming big ideas.</li> <li>• High level of proficiency with Microsoft Office Suite, Adobe Creative Suite, and online applications such as Customer Relationship Management systems, and social media.</li> <li>• Excellent written &amp; verbal communication skills - you check your emails not twice but three times before hitting send!</li> <li>• Quick learner, system and protocol lover.</li> <li>• The desire and drive to grow with one of the top-grossing real estate teams at Keller Williams!</li> </ul>
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<p><b>126.Brilliant Feminine</b>  <a href="http://brilliantfeminine.com/">http://brilliantfeminine.com/</a></p>	<p>Brilliant Feminine coaches women “How to Attract Phenomenal Men” with their signature, one-on-one coaching package.</p> <p>* The intern will work with Celine Arsac, the Founder, to execute the social media strategy for the company.</p> <p>* The position is Part-time for 15 hours per week for the summer. You should be a positive person who loves inspiring people. You value relationships and connecting with people over social media and in person.</p> <p>* If the below items describe you, I can’t wait to read your resume and cover letter:</p> <ul style="list-style-type: none"> <li>•</li> </ul>
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	<ul style="list-style-type: none"> <li>* Studying communication and marketing •</li> <li>* Geeks out on branding • Likes creating creative writing that's inspirational • Interested in dating topics for single women •</li> <li>* Likes sticking to manageable deadlines • Goal oriented • Conscientious with a good GPA What you will be doing:</li> <li>* Social Media Logistics Manage the mailchimp account mailing list Send out email campaigns Review emails that will be sent to clients and the mailing list Creating facebook posts Review the social media campaign strategy with the founder Research social media tools that will streamline our efforts</li> <li>* Media Research media opportunities Brand and messaging.</li> <li>* The intern will brainstorm with the Founder on creating powerful messages that are unique and stand out from the relationship coaching crowd. The Founder's intention is to amp up the bold, powerful, and pro-love voice in the company's messaging and increase the frequency of communications.</li> </ul>
<p><b>126.Brilliant Feminine</b>  <a href="https://www.healthcorps.org/">https://www.healthcorps.org/</a></p>	<p><b>1. Communications Intern – Marketing &amp; Social Media (for New York office)</b></p> <p><b>About HealthCorps:</b></p> <p>HealthCorps® is a 501 (c) 3 founded in 2003 by heart surgeon and Daytime Emmy Award-winning host Dr. Mehmet Oz and his wife Lisa to combat the childhood obesity crisis. HealthCorps is building a nationwide movement to shape a new generation.</p> <p>HealthCorps Coordinators lead unique in-school and community programming designed to foster physical and mental fitness, particularly among high-need populations. The Coordinators serve as peer-mentors who deliver a progressive curriculum in nutrition, exercise and mental strength to students nationwide. For more than a decade, the HealthCorps program has inspired its participants to adopt a healthier lifestyle. And</p>

the HealthCorps schools have served as Living Labs through which we can explore the complex, underlying causes of the obesity crisis, as well as discover, communicate implement and advocate for national and regional solutions.

Today, the program network spans 62 schools in 15 states and the District of Columbia.

Ultimately, HealthCorps' goal is to extend the reach of its program to an ever-wider network of American communities. To that end, in 2012, we introduced HealthCorps University, a train the trainer professional development program that makes available the HealthCorps principles and curriculum to virtually any school, community or organization.

**Overview of the Position:**

HealthCorps® is hiring for our New York, NY office. Our organization is looking for Communications Interns & Social Media Interns — self-motivated and creative individuals who want to be an integral part of our busy marketing & communications team. Your primary focus will be assisting our communications efforts through events, media relations, and social media.

This is a part-time position of 37 hours per week. If you're looking to get your hands dirty with a fun, dynamic and unique nonprofit company – then come and join our rapidly growing organization focused on youth health and wellness.

Strong writing, personal and organizational skills REQUIRED! The positions are ideal for marketing or communications majors that want hands-on experience.



You will work in the NY office and work directly with the Chief Operations Officer and Social Media Specialist.

**Must be tech savvy and a go-getter.**

**Responsibilities:**

- Collaborate with the Chief Operations Officer and Social Media Specialist and the communications team to expand and promote our organization, brand voice and execute our communications strategy.
- Schedule and actively participate in weekly brainstorming sessions with the Chief Operations Officer and Social Media Specialist and communications team to think of innovative, creative ways to expand and promote the brand.
- Conceive and assist with social advertising/marketing campaigns for programming, events and general brand awareness.
- Perform general research for potential communications outreach.
- Field general inquiries from staff and HealthCorps

**Human Resources Intern – Operations Team (New York, NY) - UNPAID, School Credit or Meal Stipend provided**

**Years of experience: 0-2 years**

**Compensation:** Unpaid internship, school credit should be obtained or stipend can be provided

*About HealthCorps*

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surgeon and Daytime Emmy Award-winning host Dr. Mehmet Oz and his wife Lisa to combat the childhood obesity crisis. HealthCorps is building a nationwide movement to shape a new generation.

HealthCorps Coordinators lead unique in-school and community programming designed to foster physical and mental fitness, particularly among high-need populations. The Coordinators serve as peer-mentors who deliver a progressive curriculum in nutrition, exercise and mental strength to students nationwide. For more than a decade, the HealthCorps program has inspired its participants to adopt a healthier lifestyle. And the HealthCorps schools have served as Living Labs through which we can explore the complex, underlying causes of the obesity crisis, as well as discover, communicate implement and advocate for national and regional solutions.

Today, the program network spans 55 schools in 11 states and the District of Columbia. Ultimately, HealthCorps' goal is to extend the reach of its program to an ever-wider network of American communities. To that end, in 2012, we introduced HealthCorps University, a train the trainer professional development program that makes available the HealthCorps principles and curriculum to virtually any school, community or organization.

See [www.HealthCorps.org](http://www.HealthCorps.org) for more information.

## **Overview of Human Resources Intern position**

We currently have an opening for a Human Resources Intern in our in our New York City office. You will be an active member of the team and will be responsible for a variety of tasks and projects. These tasks and projects are intended to provide you with operational experience as well as an overview in particular HR functions.

### **Who do we want?**

Our ideal intern wants more than a few lines on their resume – they want to help build a company that changes the lives of millions of people for the better. As a HR intern, you'll be given an opportunity to push your boundaries and find out what you're capable of, to work with and learn from incredibly smart people, and, most of all, to enjoy the journey of helping to build/strengthen HealthCorps HR department. Sound like something you can get on board with?

The HR intern will provide support for the following, but not limited to:

### **Recruiting**

- Assist with recruitment initiatives by posting jobs, reviewing resumes, scheduling interviews, updating the recruitment system and supporting communications to candidates as needed. Also includes securing room reservations for office visits.

File resumes in our online tracking system  
Issue decline letters for applicants in timely manner  
Collect feedback forms on interviewed candidates

### **Onboarding, Internships and Employee Training**

- Provide administrative support with tasks including hiring/on-boarding, employee changes.  
Coordinate onboarding details for new hire programs and orientations (ie. compile onboarding packets, welcome notes, directions, confirmation emails, etc.).
- Assist with coordination of summer intern program, from scheduling to helping compile and strengthen onboarding materials. Support the execution and evaluation of the Summer Internship Program
- Assist HR manager with compiling lists of trainings against needs for employees.

### **General HR Duties**

- Supports Senior HR Manager on HR file audit and recordkeeping project
- Respond to employment verifications or information requests, as needed
- Actively participates in HR meetings and other company-wide meetings
- Provide additional administrative support to the Senior Manager of Human Resources

### **Competencies /Skills**

- Demonstrated understanding of the Human Resources or People Management field.
- Strong interpersonal capabilities and ability to build relationships.
- Ability to anticipate and resolve problems.
- Possesses sense of urgency and can take initiative.
- Excellent verbal and written and communication skills
- Project management skills and focus on delivery of results.
- Organizational skills

**What candidate needs to work with us?**

- Ability to work in a fast paced, deadline driven environment is required.
- Excellent organizational skills and the ability to manage multiple projects simultaneously.
- Strong written and verbal communication skills.
- Previous work experience in a business setting is a plus.
- Proficient in all Microsoft desktop software, in particular, Word, Excel, PowerPoint and Outlook is a MUST.
- Excellent work ethics is a MUST.
- Attention to detail, ability to exercise sound judgment and handle sensitive information with discretion
- Demonstrated ability to solve problems
- A passion to pursue a career in HR
- Positive work and team attitude!

**Education & Past Experience:** Candidate should be pursuing a bachelor's degree in human resources, business management or Psychology major preferred.

Currently in Junior or Senior year at an accredited university. Previous HR internship experience in a plus.

**Job Location:** New York, New York, United States

**Position Type:** Part-Time at least 15-20 hours per week

**Reporting to:** Human Resources Intern will report in to Senior Manager of Human Resources

- Coordinators regarding communications and media projects and events.
- Some travel and weekend work may be requested within the New York City area, but is limited.
- Generate effective copy along with visually enticing content across all platforms (Social Media Intern).
- Provide live social media support at all events (Social Media Intern).

**Skills/Qualifications:** Organized, Professional, Problem Solver, Excellent Verbal and Written Communication, Media experience/training a plus. Technologically savvy – great! Prior Communications intern experience, a plus!

**Requirements:**

- Must be a strong writer.
- Must be a strong creative thinker.
- Must have your own laptop with social media capabilities.
- Strong interpersonal and phone skills are required.
- Basic proficiency in Adobe Creative Suite (Social Media Intern).
- Must be highly organized, efficient, flexible and a hard worker.
- Must be proficient in Word, Excel, and PowerPoint.
- The candidate should be actively engaged in social

media (Social Media Intern).

- Basic HTML, CSS and other programming languages are a plus (Social Media Intern).
- Familiarity with general web analytics and newsletter creation a plus.

**Overview of HealthCorps Operations Intern position:**

HealthCorps Operations team is a unique department allowing its core team members and interns alike, opportunities to work on a wide array of projects related to Human Resources, Operations, and Finance.

**Overview of Operations Intern Position:**

If you're passionate about making an organization run more efficiently & and efficiently, Operations at HealthCorps could be an ideal experience. This position will be an integral part of the Operations department reporting to the Chief Operating Officer. The ideal candidate will be detail oriented and personable, eager to learn and apply current business school learning's in a real world setting.

**Responsibilities:**

- Works closely with Operations three areas (HR, Finance & Operations) to identify new opportunities in addition to working on to develop and implement existing ideas and projects.
- Perform Administrative tasks as appropriate for projects involved in.
- Contributes to strategic planning and execution of

	<p>projects and activities as outlined by Operations team.</p> <ul style="list-style-type: none"> <li>• Assist with reception area (incoming call, greeting visitors, conference room booking).</li> <li>• Assist with filing, scanning inventory database management.</li> </ul> <p><b>Minimum Internship qualifications:</b></p> <ul style="list-style-type: none"> <li>• Proficiency with Microsoft Office with emphasis on Excel, Word and PowerPoint</li> <li>• Business, or Accounting majors</li> <li>• Excellent writing and verbal communications skills (strong interpersonal skills)</li> <li>• Demonstrated critical thinking skills and independent motivation</li> <li>• Proactive demeanor, approached problems as an excited challenge with solution oriented approach</li> <li>• Professional office, email and phone etiquette</li> <li>• Strong attention to detail</li> </ul> <p><b>Job details:</b></p> <ul style="list-style-type: none"> <li>• <b>TEAM OR ROLE:</b> Operations</li> <li>• <b>JOB TYPE:</b> Internship</li> <li>• <b>LAST UPDATED:</b> May 31, 2016</li> </ul> <p><b>Overview of the Position:</b></p> <p>HealthCorps® is seeking a dynamic, proactive, and engaging individual to join our Evaluation and Research Team. As the Summer Research Intern you would report directly to the Research Manager and working closely with other members of the E&amp;R and HealthCorps teams. Under the leadership of the Research Manager, the selected candidate would contribute to the on-going research and evaluation projects and assist in</p>
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preparing research materials and activities for the next academic year.

This is a part-time position.

**Responsibilities:**

- Organize all raw data materials from previous research projects and help transport to storage facility
- Organize and assemble training materials for all research projects
- Help create training PowerPoints and other documents
- Assist with literature reviews and find relevant articles for future manuscript writing
- Create databases for research projects in upcoming school year
- Prepare organizational documents for the next school year
- Transcribe end of year focus group recordings
- Identify conferences and journals that are applicable to our research
- Assist in the production of written, tabular and visual materials for research reports and presentations of evaluation findings
- Assist with other HC research activities as requested
- Perform other duties as assigned
- Provide feedback and suggestions for program and evaluation improvement

**Skills/Qualifications:** Organized, Professional, Problem Solver, Excellent Verbal and Written Communication, Research experience/training a plus.

**Requirements:**

- Interest in program assessment, planning, evaluation or institutional research
- Passion for physical activity, mental resilience, nutrition and community health
- Intermediate proficiency required with Microsoft Office suite of applications (including Word, Excel, Outlook, and PowerPoint)
- Ability to work both independently and as part of a team
- Good organizational, writing and presentation skills

- Flexibility to manage constantly changing priorities and timelines.
- Laptop to complete the position's work

**Graphics Intern (Part-time)**

If you're looking to get your hands dirty with a fun, dynamic and unique nonprofit, then this may be a good fit! HealthCorps is an organization focused on youth mental and physical wellness and we're growing. The marketing and communications team is looking for a skilled and organized Graphics intern.

The internship would be ideal for graphics design major that recently graduated. This paid position requires about 14 hours a week total. We're starting a major campaign in the fall *and* need help to organize the company's historical images. The graphics intern will be a key part of both these initiatives. The intern will work in our Houston TX (River Oaks) office 1-2 days a week under direction of the National Marketing Manager. Applicants can expect to be paid \$12 to \$14 per hour, depending on experience. Occasional evening or weekend work may be required.

**Responsibilities:**

- Create graphics (InDesign, Illustrator and Photoshop) for upcoming projects as assigned.
- Assure that all images are properly maintained and backed up, as identified by the Technology Specialist and Marketing Director.
- Contact various other employees/vendors to gather and help organize all historical images for organization.
- Set changes to or create print documents (InDesign) as needed.
- Assist Social Media Coordinator to create/edit graphics for social media.
- Write/edit copy for print and web publication as needed.
- Use company camera/tripod to capture photos/video at events as needed

**Qualifications:**

- Be a strong creative thinker with a knack for telling stories.
- Have your own laptop with Adobe Creative Suite.
- Strong interpersonal and phone skills are required.
- Excellent writing and communication skills.

	<ul style="list-style-type: none"> <li>• Must be highly organized, efficient, flexible and a hard worker.</li> <li>• Must be proficient in Word, Excel, and PowerPoint.</li> </ul>
<p><b>128. Steven Zelin CPA Firm,</b>  <a href="http://www.stevenzelin.com/">http://www.stevenzelin.com/</a></p>	<p>Regarding job duties and time frame, it is different for all interns. Basically, when a candidate has been identified as a great fit for our firm, we will then discuss job duties, time frame, and other topics with them. Job duties and time frame are different for all interns and is adjusted according to what they wish to learn and how long they wish to stay. In general, they will be doing work directly related to their goals. Administrative work will be part of the internship duties, but it is minimal. In terms of hours, a minimum of 10 hours per week is required.</p>
<p><b>129. Galleros Koh,</b>  <a href="http://gkllp-cpa.com">gkllp-cpa.com</a></p>	<p>The potential internship position is to work as a junior accountant, under the supervision of a Manager, She will be part of our client service team performing audits and/or providing accounting support to certain clients in NYC area.</p>
<p><b>130. Broker Junction,</b>  <a href="http://www.broker-junction.com/contact.html">http://www.broker-junction.com/contact.html</a></p>	<p>The people who work at Broker Junction are as diverse as our business activities. We support our clients in achieving their personal and financial goals and in large parts human resources enable us to do so.</p> <p>Open-ended Internship Offering:</p> <p><b>Junior Positions</b></p> <p>Candidates need to work 4 hours per day at least and they should be interested in becoming futures, options and/or FX Brokers or Traders. A background in finance is advantageous but not a necessity. Multilingual skills are clearly advantageous but not a requirement. Willingness to work night shifts is welcome!</p> <p>Job Description:</p> <p>- handle daily administrative assignments contact us if you are interested.</p>

	<ul style="list-style-type: none"> <li>- prepare to take Series 3 (Commodity Broker License) and subsequently Series 34 (Forex Broker License)</li> <li>- schedule appointments with clients for senior Brokers</li> <li>- preparing power point based educational webinar material covering various technical &amp; fundamental analysis</li> <li>- assist in voice-brokered order taking</li> <li>- get first exposure to trading Commodity Futures contracts</li> <li>- get first exposure to trading Commodity Options contracts</li> <li>- get first exposure to trading currencies (spot foreign exchange as well as futures-based foreign exchange contracts)</li> <li>- post updates on LinkedIn and</li> <li>- update our webpage occasionally (it is PHP open-source based and build on MVC framework)</li> </ul> <p>We will sponsor your Series 3 and Series 34 exams if you decide to join us long-term.</p> <p>We have continuous need for qualified junior talent! Promoting our juniors from the start and paving their way on the path to success is a priority at Broker Junction.</p>
<p><b>131. Miss Popular,</b>  <a href="http://www.popularityproducts.com/">http://www.popularityproducts.com/</a></p>	<p>Here at Little Miss Lady we want to inspire employees to be self-starters and innovative in participating in the design and sale of Miss Popular fashion forward clothing line. Lisa Gurrera created Miss Popular in 2007. Lisa over the past 8 years has created strong production ties as well as long lasting vendor relations. She prides in offering her employees a relaxed work atmosphere with a “Work hard while having Fun attitude”. The goal is to continue being the Hottest Trending Fashion House in NYC.</p> <p>Currently we are looking for a part-time (non-paid) intern that has COMPLETE capabilities as a graphic designer as well as proficiencies in photoshop and illustrator. Lunch will be provided to interns that apply.</p>
<p><b>132. Karen Oliver and Associates,</b>  <a href="http://www.karenol.com/">http://www.karenol.com/</a></p>	<p><u>Responsibilities</u></p> <p>Assist with fulfillment of editor requests and press mailings  Assist with organization of PR calendars</p>

<p><a href="http://iverandassociates.com/">iverandassociates.com/</a></p>	<p>Provide support to social media efforts          Assist with tracking press coverage          Compile and organize contact / media lists          Prepare presentations          Assist with planning of press events          Participate in brainstorming and team meetings</p> <p><u>Qualifications</u>          Highly organized and efficient with a 'can do' proactive attitude          Creative and detail-oriented          Ability to multitask and jump from one project to the next          Must have excellent interpersonal and follow-up skills          Strong verbal and written communication skills required          Proficiency in Microsoft Word / Excel / PowerPoint / Outlook required          Proficiency in Adobe Acrobat / Photoshop highly preferred          Proficiency in Cision and Constant Contact a plus          Ability to work as part of a team</p>
<p><b>132. Lulu Frost,</b>  <a href="http://lulufrost.com/">http://lulufrost.com/</a></p>	<p>Costume Jewelry Design &amp; Production Internship- NYC</p> <p>Lulu Frost is a high-end costume jewelry company seeking motivated and enthusiastic candidates for an internship with our Production &amp; Design team. We are a small and growing company located in the Flatiron district of Manhattan.</p> <p>This internship focuses on the development of our jewelry line and interns will assist with the following: sourcing materials, preparing components for production, sample making, running errands throughout the jewelry district, assisting with inventory and organization of our vintage archives. This position is very hands on, experience and knowledge of jewelry making is highly preferred. Experience with Photoshop and Illustrator is also a plus.</p> <p>This is a great opportunity for students. We are looking for candidates who are available to begin immediately and commit through the spring term. We are looking for part or full time interns.</p> <p><b>Responsibilities – Logistics Internship Internship Description:</b></p>

The Lulu Frost Logistics Team responsible for a variety of operations centered tasks including wholesale shipping, inventory management, and quality control of jewelry. This role requires attention to detail, organization, and an understanding of the business workflow. This team reports to the company director and coordinates projects between the production and sales teams. First Responsibility: Operations centered tasks with a focus on inventory management, quality control, and shipping. Second Responsibility: Interdepartmental role helping to coordinate workflow between sales, design, and production teams. Third Responsibility: Assist with improving the business workflow. Special skills and/or education required for internship: -Have the ability to multi task -Be self-motivated, a self starter -Interest in fashion and jewelry markets Responsibilities – Marketing/e-commerce Internship Internship Description:

### **Marketing Internship**

The Marketing/E-commerce internship will provide you with the opportunity to work closely with the E-comm Director, Marketing Director and in-house Graphic Designer to assist in social media promotions and content creation for various platforms including tumblr, Instagram, Facebook, etc. You will also be able to contribute to online inventory management, updates (merchandising, updates to copy, imports for launches) to the backend of the website, product launches, photo shoots and industry research. First Responsibility: Assist in Social Media promotions and content creation for various platforms including tumblr, Instagram, Facebook, etc. Second Responsibility: Learn and contribute to backend of the website by updating copy, etc. Third Responsibility: Participate in the planning, organizing, and execution of photo shoots and industry research. Special skills and/or education required for internship: -Knowledge of the industry and experience in social media preferable. -Have the ability to multi task - Be self-motivated, a self starter -Interest in fashion and jewelry markets Responsibilities – Production Internship Internship Description: -Learn how the Production Department at a luxury fashion accessories company operates. -Learn the process from design to fabrication of jewelry making. -Hands on learning experience with sample making and materials sourcing. -Develop problem solving skills. First Responsibility: Learn how the Production Department at a luxury fashion accessories company operates. Second Responsibility: Learn the process from design to fabrication of jewelry making. Third

Responsibility: Hands on learning experience with sample making and materials sourcing. Special skills and/or education required for internship: -Have the ability to multi task -Be self-motivated, a self starter -Interest in fashion and jewelry markets Responsibilities –

**Wholesale/Operations Internship**

Description: The Wholesale Intern will -Work closely with the Wholesale Director to assist during sales season, which includes prospecting new potential clients, liaising with clients on queries and reviewing and confirming orders. -Assist during buying appointments. - Maintaining sample loaning system. -Organize and merchandise showroom. -Contribute to seasonal sales analysis. -Proficient in Microsoft Excel. First Responsibility: Work closely with the Wholesale Director to assist during sales season, which includes prospecting new potential clients, liaising with clients on queries and reviewing and confirming orders. Second Responsibility: Learn and experience buying appointments during market/fashion week. Third Responsibility: Merchandise the showroom Special skills and/or education required for internship: -Proficient in Microsoft Excel -Have the ability to multi task -Be self-motivated, a self starter -Interest in fashion and jewelry markets Responsibilities –

**Design Internship Description:**

The design internship will allow the opportunity to: -Learn to create and assemble jewelry pieces using cold connections -Help to source and organize materials -Quality control pieces before they ship to customers and clients -Meet with local manufacturers and other related resources - Assist the design team with upcoming collections and collaborations - Observe 1st hand the design process from concept to final product - Assist with production team on assembly of production samples and QC of bulk production components. First Responsibility: Work closely with Founder of the company and Design Manager during creation and execution of new collections Second Responsibility: -Learn to create and assemble jewelry pieces using cold connections Third Responsibility: Assist in sourcing and organizing materials Special skills and/or education required for internship: -Have the ability to multi task -Be self-motivated, a self starter -Interest in fashion and jewelry m

<p><b>133.</b>  <b>Avenue Fontaine,</b>  <a href="http://www.avenuemontaigne.com/">http://www.avenuemontaigne.com/</a></p>	<p>I am looking for a full time or part time intern who will be familiar with e-commerce, social media, Photoshop, word, excel, editing and showroom duties.</p>
<p><b>134. MSG Ventures,</b>  <a href="http://msgventures.com/">http://msgventures.com/</a></p>	<p>A New York-based China-US cross-board startup investment firm is looking for an Investment Analyst intern</p> <p>The benefits:</p> <ul style="list-style-type: none"> <li>• Interact and learn from venture capitalists, entrepreneurs, and others</li> <li>• Get to know the New York and broader startup community</li> <li>• Class credit (if your school approves participation)</li> <li>• Very positive references (if merited)</li> </ul> <p><b>Responsibilities</b></p> <p>The Role:</p> <ul style="list-style-type: none"> <li>• Analyze potential target companies' financial statements, business models, and KPIs.</li> <li>• Assist other investment professionals in the due diligence process, including market research, customer calls and financial analysis.</li> <li>• Identify and research specific priority industries.</li> <li>• Prepare various documents and presentations including memos, proposals, and presentations in Powerpoint, Excel, and Word.</li> <li>• Compose and distribute regular newsletters</li> <li>• Assist in organizing events and producing marketing materials</li> </ul> <p><b>Requirements</b></p> <p>The Requirements:</p> <ul style="list-style-type: none"> <li>• Be passionate about both your goals and our vision</li> <li>• Advanced Excel and data analysis skills</li> <li>• Excellent English communication skills, both written and oral</li> </ul>



	<ul style="list-style-type: none"> <li>• Strong analytical skills – a high attention to detail</li> <li>• Have passion for VC industry and startups</li> <li>• Energetic, optimistic attitude</li> </ul>
<p><b>135. Smyth Hotels,</b>  <a href="http://www.thompsonhotels.com/hotels/smyth">http://www.thompsonhotels.com/hotels/smyth</a></p>	<p>Job Overview The Line Cook is at the forefront of culinary service, providing guests with above-and-beyond hospitality to ensure a memorable and genuine experience. The Line Cook is responsible for participating in the restaurant/kitchen service in accordance with company standards. This role follows a culinary philosophy to achieve hospitable relations, stated objectives in sales, professionalism, positive teamwork, cleanliness and organization. The Line Cook will be an exemplary member of the company’s culinary and hospitality team. Reports to Executive Chef and Executive Sous Chef Work Environment The entire restaurant facility. Job involves working: § Under variable temperature conditions (or extreme heat or cold). § Under variable noise levels. § Outdoors/indoors. § Around fumes and/or odor hazards. § Around dust and/or mite hazards. § Around chemicals. Key Relationships Internal Management and Restaurant Staff. External Restaurant guests and visitors. Qualifications Essential 1. High school graduate or equivalent vocational training certificate, some college. 2. 1 years experience in a kitchen, preferably in a fine dining restaurant group. 3. Knowledge of various culinary styles. 4. Excellent written and verbal communication skills with fluency in English, multilingualism will be considered an asset. 5. Strong leadership skills, highly developed organizational and multi-tasking abilities. 6. Excellent problem resolution skills and outstanding listening skills. 7. Compute basic arithmetic. 8. Ability to work flexible hours. 9. NYC Department of Health (DOH) Certification 10. Ability to: § Perform job functions with attention to detail, speed and accuracy. § Prioritize and organize. § Follow directions thoroughly. § Understand guest’s service needs. § Work cohesively as part of a team. § Work with minimal supervision. Desirable 1. High school graduate or equivalent vocational training certificate. 2. Previous experience in BOH service in fine dining restaurant. 3. Certification of previous training in culinary arts, Culinary Degree considered an asset. 4. Previous liquor, beer and wine</p>

knowledge. Physical Abilities 1. Exert physical effort in transporting 15 to 50 pounds. 2. Endure various physical movements throughout the work areas. 3. Reach heights up to 6 feet. 4. Remain in stationary position for 8 hours throughout the work shift. 5. Satisfactorily communicate with staff, management and co-workers to their understanding.

NoHo Hospitality Group Line Cook Essential Job Functions 1. Be an ambassador of culinary hospitality for all services. 2. Work professionally with your co-workers 3. Maintain complete knowledge of: § Departmental policies, service procedures and standards. § Department of Health (DOH) regulations and standards. § All Restaurant features and local attractions/activities to respond to guest inquiries accurately. § Dining room layout, table/seat/station numbers, room capacity, hours of operation, price range. § Correct maintenance and use of equipment. Use equipment only as intended. § Designated china and garnishes for dishes. § Daily menu specials, 86'd items. § Daily house count, arrivals/departures, VIPs. 4. Complete opening side duties as assigned: § Check par stocks of all necessary mise-en-place and transport supplies from storeroom to the Restaurant as assigned using designated checklists. § Check temperature of refrigeration units. § Inspect cleanliness and condition of station. 13. Follow ALL steps of service in the Hospitality Guide and service manuals according to departmental standards, including but not limited to: • Prepare all food orders for guests according to recipes. • Maintain the station throughout service, clear soiled wares and other items from station. 14. Monitor and maintain cleanliness, sanitation and organization of assigned station and service areas, in accordance with all DOH procedures. 15. Assist all staff in their job functions to ensure optimum service to guests. 16. Complete closing side duties: § Breakdown stations as specified and properly store all reusable goods. § Marry and stock all mise-en-place. § Empty and drain ice bin, and clean and sanitize equipment. § Remove all items from counter top and tables and sanitize all surfaces. § Secure all coolers, cabinets and storage areas. § Wipe down all bottles and surfaces, clean equipment and tools. § Restock items for next service. § Remove all dirty linen. 48. Strictly abide by state liquor regulations, particularly those prohibiting service to minors, intoxicated persons/drunk driving. 49. Remain impeccably groomed at all times. Secondary Job Functions 1. Follow maintenance

	<p>program and cleaning schedule. 2. Attend training sessions, menu and wine tastings as scheduled. Standard Specifications Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees or guests. A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.</p>
<p><b>135. Mila International,</b>  <a href="http://mila-international.com/">http://mila-international.com/</a></p>	<p>Start up manufacturing company in the home fixture industry offering marketing/communications internship, with goal to hire the right candidate after the 3 month internship is completed.</p> <p>This internship position offers the candidate a hands-on experience on managing many aspect of a company's marketing/communications and sales effort.</p> <p><b>TASKS</b></p> <ul style="list-style-type: none"> <li>-manage, update and maintain company website,</li> <li>-Manage &amp; maintain company social media channels</li> <li>-Research and track competitor movement</li> <li>-Create POS marketing material</li> <li>-Prepare &amp; maintain product training manual</li> <li>-maintain, update company print material</li> <li>-Create and send monthly e-mail blast</li> </ul> <p><b>QUALIFICATIONS</b></p> <p>Bachelor's degree in marketing/communications  Presentation skills  Proficient with power point, excel and illustrator  Strong written skills</p>
<p><b>136. The Stunt</b></p>	<p>Interns have the unique opportunity to learn about the music industry and more specifically, the world of music publicity - a distinct and</p>

<p><b>Company</b>  <a href="https://stuntcompany.com/artists">https://stuntcompany.com/artists</a></p>	<p>constantly changing field. Among the many things an intern will learn about include creating press releases, media alerts, press kits, advance media mailings, creative media campaigns specific to tours and album releases, managing guest lists, and how to pitch stories to press outlets. We look to tailor each internship to fit the interests and talents of each individual intern. Our interns will become familiar with national and regional media outlets across multiple platforms, including: blogs, late night and morning TV shows, magazines (print and digital iPad/iPhone app-based), radio and podcasts, newspapers, websites, and webzines.</p> <p>Interns will work closely with the owner of Stunt Company as well as all Stunt Company employees, each with a unique background in music. In addition, when artists from our roster come to play shows, the interns will have the opportunity to attend the show as well as meet managers, booking agents and label representatives.</p>
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<p><b>137. Reservoir Media Management,</b>  <a href="http://www.reservoir-media.com/">http://www.reservoir-media.com/</a></p>	<p>Placement Overview: The Marketing internship will provide meaningful and educational real-world experience within the scope of an independent music publishing company. Reservoir’s objective in hosting all interns is to provide valuable preparation for a professional career in the entertainment industry. Reservoir’s internship program is part time and students may earn college credit upon completion of the internship. Marketing Intern Rotation: Marketing Interns will rotate through the following areas, including, but not limited to: • Learning how to identify visibility opportunities for branding, partnership, and more in the music publishing space; assist in researching and assessing these opportunities • Researching and brainstorming new digital marketing platforms and tactics • Assisting in producing content for company web properties, including news stories, blog posts, social media posts • Assisting in press surveillance • Assisting in planning and hosting promotional events as needed Intern Requirements: Candidates must be undergraduate or graduate students enrolled in a music business, communications, marketing, advertising, or related program. A desire to work in the music industry, great attitude, eagerness to learn, and willingness to take initiative are essential. Attractive candidates will also be highly organized with great interpersonal skills and the ability to thrive on a small team. Dependability, commitment, and professional demeanor are highly important. About Reservoir Media Management: Reservoir is an independent music publisher based in New York City. Founded as a family</p>
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	<p>business in 2007, the company began with a small, experienced team and a modest collection of long-standing hits. Today, with offices in Toronto and London, over 100 #1 releases worldwide, and writers based everywhere from Hollywood to Hamburg, Reservoir has emerged as the boutique publisher with a global reach. Diverse and ever-expanding, Reservoir boasts a multi-genre, hit-driven catalog. Its archives include historic pieces written by greats like Billy Strayhorn, Bobby Pickett, John Denver, David Crosby, Irving 225 VARICK STREET FL 6 NEW YORK, NY 10014 (P) 212.675.0541 (F) 212.675.0514 WWW.RESERVOIR-MEDIA.COM Burgess, Gram Parsons, and Ricky Lee Jones; the contemporary-classic catalogs of Sheryl Crow, Big &amp; Rich, Lil Jon, and Stephen “Static Major” Garrett; and a slew of current and recent popular hits performed by Lady Gaga, Major Lazer, Drake, Tiësto, Ariana Grande, and several others. Reservoir's collection of film music includes rights to scores created by award-winning composer-producer Hans Zimmer, as heard in the motion pictures The Lion King, the Pirates of the Caribbean series, Gladiator, The Dark Knight Trilogy, and over 150 other titles. The company’s roster of active writers and producers includes the award-winning Nate “Danja” Hills, Scott Storch, and Ina Wroldsen, plus popular performing artists 2 Chainz, Phantogram, MØ, and WatchTheDuck. Reservoir continues to grow through the selective acquisition of exceptional catalogs, and the signing and development of creative talent from around the world.</p>
<p><b>136. Eutip,</b>  <a href="http://eutipny.com/">http://eutipny.com/</a></p>	<p>Manhattan Accounting Firm seeking unpaid Accounting Intern for 2 or 3 months starting December 2016 or January 2017. College Students and International Students are welcome. Schedule is flexible: 1 half or full day per week. Can be arranged around your school schedule. Lunch and commute paid by the firm. If selected, our firm will help you with school credits fulfillment or work experience for your resume.</p>
<p><b>137. Wall Street Chinese,</b>  <a href="http://www.WallStreetChinese.net">www.WallStreetChinese.net</a></p>	<p>Marketing, design, or programming</p>

<p><b>138. Rush Records,</b>  <a href="http://rush-records.com/videos/d-nice-ride-with-me/">http://rush-records.com/videos/d-nice-ride-with-me/</a></p>	<p>Need an assistant for a record label. The pay rate is \$250 for the month. Justice Noble is the supervisor to assist the intern with training. The intern will work at least 30 hours a week. The internship is 20% clerical.</p>
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<p><b>138. Newbridge Securities,</b>  <a href="http://www.newbridgesecurities.com/">http://www.newbridgesecurities.com/</a></p>	<p>Interns will be required to attend 3 training sessions of 2 hours in length where they will learn the intricate topics of options trading, market implications of the VIX and commodity trading plus ETF's.</p> <p>They will be required to set up a virtual trading account for one million dollars in order to demonstrate their proficiency in sophisticated option strategies.</p> <p>They will assist in the transmission of the daily market notes which I write from word into power point and PDF. They will also have to research and prepare relevant materials in terms of charts and tables for inclusion in presentations that I give to the public and to offices within the Newbridge Securities system.</p>
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<p><b>139. International Alliance Associates,</b>  <a href="http://interalli.com/">http://interalli.com/</a></p>	<p>Notes to the Viewer of this Document: Below you will find the five advertisements that International Alliance Associates, Ltd. uses to attract new interns to the company. Each advertisement has been broken down in two sections to make things simpler to understand. The first section includes the basic info regarding each of the 5 positions that is specific to each position. The second section includes blanket and more obscure info that is identical for each position. Additionally, for the Job Function category, use the ones listed or comparable terms to describe the positions, and if none are available then leave it blank, and if more specific terms are available, use those instead. With any categories not listed, please use your best judgment or contact Susan Hagerty Le May for any clarifications. POSITIONS: Name Marketing Director</p>
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Associate – Private Equity Job Description International Alliance Associates (IAA) seeks an experienced and accomplished leader to design and implement a comprehensive strategic communication plan for the company. Serving on the Advisory Board as an associate, the successful candidate will oversee the Branding and Marketing Department and will direct all marketing, public relations, advertising, media and branding efforts of IAA. The ideal candidate will be able to quickly prioritize and complete a variety of tasks which include research and analysis, competitive benchmarking, financial modeling, and deliverable client development (in written and presentation form). Potential candidates will be required to complete an assessment center interview over the phone, and, if accepted, commit to an in-person or virtual internship schedule through the current semester and potentially longer. Job Function Marketing, Finance, Management Name Branding/Marketing Intern – Private Equity Job Description International Alliance Associates (IAA) is looking for a creative and motivated individual capable of working under tight deadlines while maintaining quality and efficiency. Our approach to each internship is designed to enhance the intern's potential for developing a cutting-edge capability in brand-strategy consulting. Typical tasks assigned to Branding Associates include research and analysis, competitive benchmarking, financial modeling, deliverable client development (in written and presentation form), developing insights and recommendations based on findings, and project management and administration. In addition to the above, associates at IAA need to be agile when needed, with other "nonprimary role" assignments, such as: proposal writing, professional client relationship development, and professional relationship building. Associates work closely with our Chairperson, Senior Strategic Partners, and Graduate-level Associates. Potential candidates will be required to complete an assessment center interview, and, if accepted, commit to an in-person or virtual internship schedule through the current semester and potentially longer. Job Function Marketing, Finance Name Communications Director – Private Equity Job Description The program provides a hands-on, immersive work experience that will provide a solid foundation for a career in policy and communications. The IAA team helps inform private equity firms, Gulf Corporation Council Country (GCC) C-level executives, and other GCC, emerging, and developing-market royal families and wealthy investors about the diverse opportunities that IAA develops. The ideal candidate will possess a keen eye for detail, strong writing skills, and an interest in private equity and investment banking. It is essential that candidates possess stellar written and

verbal communication skills, as well as the ability to ruthlessly prioritize and work on a number of projects. Potential candidates will be required to complete an assessment center interview, and, if accepted, commit to an in-person or through the current semester and potentially longer. Job Function Marketing, Finance, Communications Name IT/Computer Science Intern – Private Equity Job Description The candidate will be asked to: -Reconstruct and improve the corporate website -Provide administrative and information technology support -Working with Microsoft Office Suite applications, including Excel, Access, and Word intensive projects -Create, implement, maintain software solution for sending a large amount emails simultaneously -Document Management and filing Job Function Finance, Information Technology Qualifications Applicants must be attending a four-year accredited college/university or graduate school by the time they begin work, and be in at least his/her last two years Proficient in information technology operations Experience in HTML programming is a plus Capable of working under strict deadlines Emotional intelligence, sensitivity and a highly entrepreneurial/creative attitude are highly desirable Experience with SEO greatly valued Name Multimedia Expert – Private Equity Job Description International Alliance Associates (IAA) is looking for a creatively imaginative multimedia expert capable of working under tight deadlines while maintaining quality and efficiency. We approach every internship with allowing our interns to extend their capabilities while introducing them to the work that takes place behind the scenes of private equity when in an advisory role. Tasks for the intern would include: - Supporting the Chairman with various daily tasks -Creating videos that properly market our content towards clients -Aiding in the creation and modification of images via Photoshop and other instruments -Assisting other interns with the knowledge/tools for attaining the graphics and visual stimuli desired for client documents -Researching the material for the graphics/videos to properly integrate the culture/views/ideals of our target audience Potential candidates will be required to complete an assessment center interview, and, if accepted, commit to an in-person or virtual internship schedule from now through the current semester, and potentially longer. Job Function Marketing, Graphic Design Qualifications Proficient in Video/Graphic Production using Adobe Premiere/Photoshop or like programs Must be a sophomore or higher Emotional intelligence, sensitivity and a highly entrepreneurial/creative attitude are highly desirable. FOR ALL JOBS: Job Description (in addition to and at the end of the specific job description for each position) Before Specific



	<p>Description: SUMMARY: Founded in 1990, International Alliance Associates (IAA) is a boutique, private equity and cross-border strategic advisory firm in New York. IAA's core business is raising capital for socially and environmentally responsible investments and facilitating emerging market private equity transactions. Geographic focus includes the Gulf Cooperation Council (GCC) countries as well as the Latin America and China. After</p> <p>Specific Description: In addition to submitting your application here, please send a copy of your résumé to Susan Hagerty Le May at <a href="mailto:hagerty.susan@gmail.com">hagerty.susan@gmail.com</a>. Job Type Internship (or Paid Internship) Employment Type Part-Time Duration Temporary/Seasonal Work Study Job? No Job Location 405 E 56th St, New York, NY 10022, USA (or just New York, NY, USA) Required Documents Resume (to be sent directly to <a href="mailto:hagerty.susan@gmail.com">hagerty.susan@gmail.com</a>) Work Visa? No Hire International Students? Yes Graduation Date Range Sophomore Graduation to Senior Graduation Ranges (look up for each school) Desired Levels Sophomore, Junior, Senior, Masters, MBA, Alumni Majors All Majors Paid or Unpaid? Paid Salary Wall Street "Eat What You Kill" model, i.e. compensation will be paid upon financial close, commensurate with the value added by the intern Qualifications (for all except IT/Computer Proficient in Microsoft Office Suite Must be a sophomore or higher Science Intern and Multimedia Expert) Emotional intelligence, sensitivity and a highly entrepreneurial/creative attitude are highly desirable. GPA For Marketing Director Associate, Branding/Marketing Intern, and Communications Director: 3.3 For IT/Computer Scienc</p>
<p><b>140. Edwing D'Angelo,</b> <a href="http://edwingdangelo.com">http://edwingdangelo.com</a></p>	<p>PR, marketing and stylist interns</p>
<p><b>141. St. Emile,</b> <a href="http://www.st-emile.com">www.st-emile.com</a></p>	<p>Founded in 1924, St. Emile is a true heritage collection. St. Emile is a perfect melding of casual coolness, femininity and glamour; the collection covers a modern woman's every clothing need. St. Emile has succeeded in maintaining expert craftsmanship, perfecting the art of tailoring and providing women with clothing of integrity and design.</p> <p>This internship will allow you to work closely with our wholesale, retail and public relations departments where you will gain real world experience working for a fashion house.</p> <p>St. Emile ships 10 deliveries yearly.</p>

	<p>Participate in the Fall 2017 Market Presentation for Basler and St. Emile</p> <p>Assist with sample management and requests.</p> <p>Learn and assist with visual merchandising.</p>
<p><b>142. Se Loger</b>  <a href="http://www.selogernewyork.com/">http://www.selogernewyork.com/</a></p>	<p>Basically we are looking for someone to promote "SELOGERNEWYORK" He or she would be responsible to find and contact the schools that have programs/partnerships with New York schools like MIM for exemple. We will provide her with some marketing material to do that. Depending on her experience in Marketing we will adapt to her. Basically this is a <b>MARKETING MISSION.</b></p>