Washington Intern Student Housing

INTERNSHIP ANNOUNCEMENT

Company: Washington Intern Student Housing (“WISH”)
Location: Washington, DC
Phone: (202) 548-2720
Email: WISHresumes@InternsDC.com
Website: www.InternsDC.com

Term: Fall/Spring/Summer
WISH offers internships during each term with date ranges of:
Spring: Early January through Mid-May
Summer: Mid-May through Mid-August
Fall: Mid-August through Mid-December

POSITION: Business Management Intern

We are looking for energetic interns who want to truly be a part of the WISH team for the semester!

WISH is an intern housing and residential life services provider in Washington DC. WISH has hosted students and college groups for over 20 years in furnished, intern-only buildings on a semester basis.

Interns are WISH’s specialty. WISH works with Colleges and Universities to provide Intern housing for individuals or groups, small and large, for the terms needed whether it be fall, spring, summer or all year. Faculty housing, classrooms, conference rooms, and reception room are all available for WISH residents’ needs. In addition, WISH hosts social and networking events to promote professional development.

WISH guests live in one of two areas both of which are Metro accessible to access all parts of the city. The Historic Capitol Hill District locations are within walking distance to Congress and the Supreme Court, Federal Buildings, the Smithsonian, and National Mall. The Woodley Park area is near the National Zoo, Rock Creek Park, Embassy Row, the Adams Morgan and Dupont Circle areas.

POSITION RESPONSIBILITIES:
- Attend and participate in sales and marketing meetings, interpret analytics and reports
- Attend various events and meetings with WISH staff
- Attend events on weeknights or weekends as WISH representative
- Work with Events & Social Media Interns to manage event budgets, RSVP lists and related schedules
- Work with staff and volunteers on event day to make the WISH event a success
- Assist in preparing letters, presentations and reports
- Manage relationships with vendors, customers
- Negotiates the purchase of office supplies, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions
- Supervises the maintenance of office equipment
- Coordinating and managing classroom calendars and schedules
- Coordinating travel, including flight, hotel, and car rental reservations
• Manages the reception area to ensure effective telephone communications and delivering world class service to our customers
• Assist with the tracking of payments
• Assist with general office management and equipment maintenance
• Prepare notices for property visits and inspections
• Be a resource for WISH residents
• Available to work weekends when required
• Other Duties as Assigned

REQUIREMENTS:
• Business Administration or Management student preferred
• Great communication skills and outgoing personality
• Strong organizational and time management skills
• Problem solving skills
• Strong writing and editing skills
• Basic familiarity in planning event
• Familiarity with basic search engine and social media marketing principles and platforms
• MS Office skills
• Self-starters a must

HOURS: Full Time

HOUSING: WISH will provide double occupancy WISH furnished housing free of charge to Intern for the term of the Internship.

COMPENSATION: Unpaid Internship. WISH will work with academic advisors and faculty to support college credits.

HOW TO APPLY: Send resume and cover letter to WISHresumes@InternsDC.com. Now accepting applications for next semester.

APPLICATION DEADLINE: Apply today. Due to the three terms in which we seek interns our application deadlines are rolling. WISH must make a decision approximately a month before our new term begins.

FOR MORE INFORMATION: Contact Jean-Marie Leonard at (202) 548-2720 or WISHresumes@InternsDC.com