

# Administrative amp Special Events Interns



Location **Arkansas**  
<https://www.genclassifieds.com/x-266794-z>

Job Description

Title: Intern I, II, III

Reports To: Manager, Administration & Special Events

Organization:

Founded in 1985, the National Hispanic Corporate Council (NHCC) is a unique membership organization comprised of Fortune 1000 corporations providing leading-edge corporate best practices, research and network opportunities for the benefit of its corporate members. NHCC is the premier resource on effectively maximizing the Hispanic Market opportunity through marketing, community relations, human resources, and procurement within the foundation of corporate social responsibility. The organization is headquartered in Washington, D.C. For more information, please visit [www.nhcc.org](http://www.nhcc.org).

Position:

Under general direction of the Manager, Administration & Special Events, the interns performs work that encompasses the administrative and operational functions of the organization in addition to conference planning/execution, and communications in support of the National Hispanic Corporate Council mission.

Essential Job Functions:

Administrative:

• Provides administrative support to Manager and the Executive Director.

• Responsible for supporting coordination of day-to-day operations and special projects at the direction of the Manager and the Executive Director.

• Manages the other secretarial duties of NHCC, including maintaining membership records, financial records, and external affairs.

• Corporate Membership Services

• Responsible for supporting the management of corporate membership data, including reporting, tracking but not limited to:

• Updating and maintaining membership records

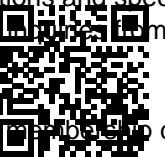
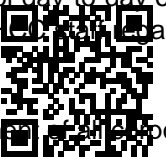
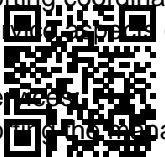
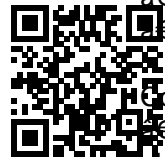
• Supporting recruitment and retention tracking and reports

• Collecting and analyzing current new and potential corporate member information

• Supporting all aspects of CRM database

• Assist membership operations with day-to-day needs, including facilitating member benefit usage.

• Support and execute as required all print and electronic communications related to corporate membership status, renewal, etc.



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Events Coordination:

• Provide support for logistical planning, management and execution of NHCC member meetings, summits and board retreat throughout the year.

• Assist with the logistics of NHCC's summits, including but not limited to, recruitment and communications with speakers and presenters, venue details, program logistics, registration and day of coordination.

• Aid in the logistics of summit workshop selection process, including preparation and dissemination of RFP and rating process

Qualifications:

• College student or recent graduate with at least one years of professional/internship experience.

• Knowledge of corporation, non-profit administration, and operational functions.

• Knowledge of developments in business, Fortune 1000 companies and national Hispanic organizations.

• Experience with CRM database management, such as Microsoft Dynamics.

• Knowledge and experience with social media and email marketing platforms.

• Possess excellent written and oral communication skills.

• Ability to represent the organization in a professional and knowledgeable manner with internal and external constituents.

• Ability to respond effectively to sensitive inquiries or complaints.

• Ability to work independently and display creativity, exercise sound judgment, demonstrates initiative.

• Ability to multi-task, prioritize and follow through effectively

• Must have access to a personal computer, reliable Internet, and phone service.

Compensation:

This position is unpaid. We can offer academic credits, letter of recommendations, and career development mentoring. Successful candidate will have an outstanding opportunity to work within a dynamic and rewarding work environment at the national level.

Location:

Position is remotely. Successful candidate will work in a virtual environment. Preference to interns located in Northwest Arkansas, Washington D.C. and Austin, TX.

To Apply:

Please submit a cover letter and resume to the attention of the Manager, Administration & Special Events. Subject: Intern

• January -- May (Deadline: ASAP)

• May -- August (apply by March 1)

• August -- December (apply by July 1)

Position will remain open until a successful candidate is identified. No phone calls, please.

National Hispanic Corporate Council  
1050 Connecticut Ave, N.W., 10th Floor  
Washington, DC 20036

