

For Posting and Distribution

Your Language Connection Hiring Intern

Company Overview

Your Language Connection provides group and individual language classes for adults, children, and organizations. We also provide a range of translation and interpretation services for businesses, schools, and organizations in Lancaster County and surrounding areas. We specialize in offering language services that are designed based on the needs and goals of our students and community partners. (<http://www.yourlanguageconnection.com>)

Role and Responsibilities:

The intern will engage in the day-to-day operations of Your Language Connection, as well as lead new ventures, especially those utilizing social media and outreach online. The intern will have the opportunity to develop their research, writing, and communication skills. The intern will perform a variety of functions within the company including, but not limited to, the following:

- Utilizing social media websites to connect with our students, business partners and others interested in language learning
- Researching and providing relevant updates, news sources, and articles
- Updating and tracking social media accounts to engage followers
- Writing posts and updating the Your Language Connection Blog
- Contributing to the bi-weekly Your Language Connection e-newsletter
- Assisting with community outreach in Lancaster City and Lancaster County
- Updating and entering information into staff database and other responsibilities as assigned

Qualities Desired:

- Responsible and reliable
- High level of professionalism and respect for confidentiality
- Demonstrated ability to communicate clearly in writing and verbally
- Interest in business development through the use of social media
- Interest in language learning and cultural awareness
- Creativity and ability to think “outside-the-box”

Intern must currently be a Junior or Senior enrolled in college. Intern must maintain a 3.0 GPA.

Position Details: Hours will range from 10-20 per week, depending on schedule. Most work can be completed outside of our office, so a car/transportation is not necessary. However, it is preferred.

Internship Length: Two semester commitment preferred. Possibility to extend into Summer of 2011.

Majors preferred: Business / Business Administration, International Relations, Foreign Language, Cultural Studies, or Education. Other majors will be considered.

The internship is unpaid; however, it is an excellent opportunity to gain practical experience and build your skills. Your Language Connection is open to helping the intern complete requirements necessary to attain academic credit for their internship.

To Apply, please send the following via email: Cover letter, Resume, Two Writing Samples, and Three References. Word .doc or PDF format only. Please send application materials to:

lisa@yourlanguageconnection.com

Application Deadline: September 15, 2010