

## **SER – JOBS FOR PROGRESS NATIONAL, INC.**

SER is a National network of community-based employment and training centers located in 19 states, the District of Columbia, and Puerto Rico. SER's primary focus is to empower socially and economically disadvantaged Americans, especially Hispanics, with the knowledge, skills, and abilities that will prepare them for full participation in American society.

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### **JOB DESCRIPTION**

**Job Title:** STEM Intern  
**Reports to:** VP of Program Operations  
**FLSA Status:** Non-Exempt (Paid Internship)

#### **JOB DESCRIPTION:**

SER is looking for a qualified intern to join SER STEM Program team. The department designs, plans and executes SER STEM program initiatives.

SER Intern should be prepared to work in a fast-paced team environment. You will focus on learning how a non-profit runs, and can be expected to gain valuable insight that can further your interest in your chosen career field. In addition to office duties, you will have the opportunity to meet managers, executives, and C-suite member of Corporate America and Government Agencies.

#### **DUTIES AND RESPONSIBILITIES:**

- Assist in executing SER Annual Conference and Community Day.
- Assist with set up, break down, organize, and maintain conference, training and meeting rooms.
- Assist in preparing presentations.
- Assist in preparing and delivering of material.
- Compile and analyze program data.
- Assist in preparing and maintaining program documents and reports.
- Responds to email requests and inquiries.
- Enter contact information into contact management systems.
- Provide support for social media efforts.
- Contributes to the team effort by performing other duties as assigned.

#### **EDUCATION AND EXPERIENCE:**

- Must be a current college student pursuing a degree in Business, Education, Marketing, Sales, Science, Technology, Engineering or Mathematics.
- Must be knowledgeable of efficient office practices and procedures.
- Ability to handle multiple tasks and set priorities.
- Ability to demonstrate organizational skills with time constraints and varied workload.
- Working knowledge of Microsoft Word, Excel, PowerPoint, and Access.
- Must possess strong interpersonal skills. Excellent oral and written communication skills.
- Bilingual (English/Spanish) preferred.

*Parties that are interested should submit their cover letter, resume, salary requirements via email to: SER National Human Resources [hr@ser-national.org](mailto:hr@ser-national.org) and reference **INTERN** in the subject line.*

**\*\*EQUAL OPPORTUNITY EMPLOYER\*\***