



INTERNSHIPS & SERVICE-LEARNING

AFRICA ASIA EUROPE LATIN AMERICA MIDDLE EAST PACIFIC

Sample Business Internship Placements in New Zealand

Events/Business Intern

The intern will attend meetings where appropriate, assist with archiving, oversee office when supervisor is out, assist with administrative duties, create press/media releases, create invoices for supplying festival merchandise, and assist with promoting organizational events, social media, and finance.

Marketing Intern

The intern will work at a small vineyard to gain exposure to the vineyard business and management and will be responsible for wine tasting events, sales, wine tourism, and marketing to local and international clients.

Sports Management Intern

The intern will gain experience in sports management and marketing by attending expos, participating in planning, reporting, computer work, promotions, and research. Intern will also participate in roadshows and learning Maori and Pacific sporting culture.

Finance/Accounting Intern

The intern will assist with the completion/coordination of monthly reporting requirements for the business and gain exposure to the Accounts Payable system process.

Advertising Intern

The intern will work with the “global boutique” to experience all aspects of working in an advertising agency—strategic, account management, media planning and creative. This site works with a variety of clients and always has great projects that the team is working on.

Administrative Intern

The intern will participate in administrative duties such as some filing, customer relationship management data entry, office coordination, and promotional support for the organization, social media, and advocacy support through facilitating written submissions.

Entrepreneurship Intern

The intern will work with a start-up that engages with groups and individuals to begin their own start-up. Activities include scheduling, organizing, and advertising meet-ups, attending consulting sessions with the internship supervisor, and working on company development ideas and plans.

Business Intern

The intern will be responsible for helping with various aspects of managing the business including social media marketing, editing and/or writing e-mail updates, processing surveys and feedback forms, researching, organizing seminars and meetings, and/or other tasks as required or best suit intern’s capabilities.

Business Management Intern

The intern will analyze business requirements for change on a program by testing components of a solution, system testing, and liaising with other departments to understand documentation processing. As part of a team, the intern will ensure that activities are completed on time, within budget, and adhere to quality standards.



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Finance Intern

The intern will undertake a number of finance projects, which would include Excel reporting, interpreting data from the general ledger, and creditors system into cost analysis reports. Intern will analyze historical cost center reports and work with the finance department on internal controls.

Entrepreneurship Intern

The intern will be supporting a project on youth entrepreneurship, assisting young people with business planning, financial advice, and the preparation of budgets. There will also be the opportunity to work with clubs and community groups to examine and report on their financial health.

Communications Intern

The intern will be responsible for many forms of marketing and communications, including reviewing and writing content and general updates for the website, Facebook page, and LinkedIn profile of the company as well as updating the business database.

Human Resources Intern

The intern will gain an overview of the company operations and the market/industry issues as well as an introduction to the principles of practice and an understanding of company process applied in an international context. Work may be in multiple departments.

Accounting Intern

The intern will assist the business planning team with reporting functions of the company with a company-wide perspective. The core report for this is the company's monthly key factor report, produced using a mix of tabulated financial figures, graphs, and written commentary.

Event Planning Intern

The intern will work closely with co-op sales to push membership sales and drive corporate sales. Intern will also work closely with the marketing coordinator to lockdown game night entertainment and help with preparations for pre-season launch. Additionally, intern may need to help with other daily functions.

Marketing Intern

The intern will learn more about sales and marketing. Position will include coordinating internal sales enquiries, some web-based sales response, and client targeted marketing.

Business Intern

The intern will be tasked with sourcing advertising, sponsorship, and funding opportunities, news items relative to business of writing, commissioning articles, assisting the chief executive as required and research. Also, there is the possibility of website maintenance, image sourcing, or article writing depending on intern's capabilities.

Marketing & Communications Intern

The intern will work with a team to develop a media strategy with practical steps to be followed by manager to find good stories for media releases for each program on offer. Intern will investigate entrepreneurial opportunities, develop sponsors for organization, develop and implement a membership scheme.