



SUMMER INTERNSHIP ANNOUNCEMENT

Internship Overview

The Nakupuna Foundation is sponsoring 2018 summer internships at three office locations: Honolulu, HI; Arlington, VA; and Mechanicsburg, PA. Interns will support general office, HR, IT, Accounting and Marketing activities as determined and directed by the Office Manager.

This is a unique opportunity for students interested in gaining valuable IT, business management, and analytics experience in a productive office setting. Interns will have the opportunity to meet and work with managers, executives, and experienced technical consultants. Responsibilities include:

- Assist staff with writing business procedures and designing flow charts
- Create spreadsheets and designing data analysis and metrics
- Assist in preparing information and research materials
- Take notes and memos during meetings
- Review documents, drafts, and reports
- Research and gather documentation on various topics and technologies
- Create and maintain PowerPoint presentations
- Attend company functions and networking events
- Update and post supervised social media and website content

Requirements

- High school degree or equivalent; must be enrolled in an accredited university/college
- Proficient in Microsoft Office Suite (Word, PowerPoint, and Excel)
- Must be 18 years of age
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

Compensation

Interns will receive compensation in addition to a living stipend for those individuals who travel from HI for internships in VA or PA.

To Apply

Send updated resume to info@nakupuna.org. Indicate preferred office location(s) and dates of availability.

Application Due Date

15 April 2018

Nakupuna Foundation Background

The Nakupuna Foundation is a non-profit organization with a mission to support the economic advancement of Native Hawaiians through educational programs and opportunities, specifically focusing on areas of science, technology, engineering, and math (STEM). Our vision is to support development of a thriving Native Hawaiian workforce that is sought after for 21st century opportunities in STEM areas.