



## Internship Description

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**The Starboard Group is a premier political and non-profit consulting firm with offices in Colorado and Washington D.C.**

### **Internship Description:**

We are proud of our competitive internship program and appreciate your interest. Our ideal intern is over the age of 18 and has completed a minimum of one semester (or quarter) at a college or university. Interns selected must commit to a minimum of 10 hours per week in the office. Upon acceptance into the program the intern sets expectations with their supervisor regarding his or her time commitment and goals for the program. All interns have direct supervision from a staff member and work on a specific client project. A review is completed mid-way through and at the end the program. This internship is applicable to many disciplines and majors.

Applicants must be able to interact with staff in a fast paced environment while remaining flexible, proactive, resourceful and efficient. Individuals with a high level of professionalism and confidentiality will be selected. Duties include, but are not limited to: check processing, communicating with the public sector, data entry, helping with event planning, writing and designing invitations and business letters.

### **MUST HAVE:**

- High school diploma
- A proficiency in Microsoft Word & Excel
- Reliable transportation
- Effective communication skills
- Ability to maintain confidential information
- Time management skills
- Knowledge of basic accounting

If you are interested in our internship program, please email your resume to Courtney at [courtney@thestarboardgroup.com](mailto:courtney@thestarboardgroup.com). No calls please.

For more information about Starboard Group, please visit our website at: [www.thestarboardgroup.com](http://www.thestarboardgroup.com).