



## Vancouver Internships

### Increase your options

**Internship placements are available in companies of many different industries in Vancouver.**

Some of our most popular internships fields are:

#### Finance Position

The host company is a leading developer, manufacturer, and distributor of digital solutions for the graphic arts industry. You see the results of their technology every day as magazines, catalogues, newspapers, books, brochures, and packaging. They are dedicated to providing their customers with continually improving, innovative solutions. At the host company, you'll be part of a global network of professionals working on creative projects in a state-of-the-art technological environment—a place where your work is challenging and your performance is rewarded. We value varied points of view, all working together toward the host companies' common goals.

#### In this role, your focus will be to:

- Assist in collecting revenue, cost and SGA financial data for planning purposes
- Reconcile cost centre and other financial information between systems
- Retrieve data from various financial systems for budget preparation and analysis
- Ad hoc projects within the finance and accounting group

#### Skills:

- Self-motivated and willingness to learn
- Detail oriented and a team player
- Communication
- Excel and financial system experience useful

## Start / Registration

- At any time during the year
- A minimum of 12 weeks before the desired start date

## Internship categories

- Accounting/ Finance
- Marketing & Sales
- Human Resources
- Logistics
- General Office Administration
- Event Management
- Engineering
- Tourism
- Architecture/Civil Engineering
- Information Technology
- Media, Journalism
- ... and many more!!!

## Requirements & necessary documents

- A minimum age of 19 years
- Students should be able to speak, read and understand conversational English
- CV/resume in English
- Letter of Intent in English
- Certificates and Diplomas translated into English
- Reference Letters and Letters of Recommendation translated into English
- Valid Health Insurance
- Working Holiday Visa or Study and Work Permit (C30 Exemption)



**English Bay College**

The Hudson House - 2nd Floor - 321 Water St  
 Vancouver, B.C. - Canada - V6B 1B8  
 Tel. 604.639.9075 - Fax 604.639.9079  
[www.englishbaycollege.com](http://www.englishbaycollege.com) - [info@englishbaycollege.com](mailto:info@englishbaycollege.com)

# INTERNSHIP



Shortlisted

Work Experience Provider 2008

Canada's Only Shortlisted Work Experience Program



Languages Canada  
Langues Canada

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## Communications Internship

Our host company's Marketing Department is looking for someone to help them raise the Company's online profile and exposure with the goal to increase traffic / visitors / customers to their website. This will be done through the use of search engines, directory listings, online advertising, link sharing and other online tools. They are looking for someone with comfortable knowledge and practical experience using online these tools to develop online marketing campaigns and promotion strategies.

The project involves a lot of research and analysis to choose the most appropriate online tools in addition to finding the most effective keywords and phrases for search engine placement; and ultimately the development of a pay per click marketing campaign. The results of the research and analysis will allow them to better optimize the website and help place the Company in front of our target audience.

## Awareness and experience in the following will be helpful:

- affiliate Marketing
- search Engine Optimization
- email marketing
- pay per click advertising management
- web advertising
- public relations
- link sharing



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### Sample Position in Sales

Reporting to the Director of Group Sales, this position is designed to provide administrative support to the Sales Team, as well as the overall coordination of the Sales Office.

#### Responsibilities

Act as a direct support to entire Sales team in all aspects of the position, from lead generation, proposals, contracting, follow up, site inspections, mail campaigns, account data maintenance, etc.

Field general inquiries from established and prospective clients in absence of Sales Manager/Sales Coordinator.

Participate in site inspections, familiarization tours, trade shows and functions within the hotel when required.

Assist in the preparation of weekly Period end reports as required.

Actively participate in Department and hostel training programs.

Integration within the Sales team and with other team members especially in the Events Management Department, Food& Beverage, Guest Services and throughout the hotel.

Learn Delphi (sales Contact Management Program) to assist Sales Coordinator and Sales Managers.

#### Skills required:

- Strong communication skills (Business English)
- Must be organized
- High level of social intelligence, ability to work in a team environment
- Self-confidence, energy, enthusiasm
- Ability to follow established policies and procedures
- Personal integrity, good time management skills

### Sample Event Management Position

The intern would assist with coordination for upcoming events – reviewing marketing materials, proofing, writing invitation letters, thank you notes, etc. S/he would also be trained on the reservations system so s/he could assist with registration at events and deal with online orders. Our company have a lot to do to get our fall programming up and running, including securing speakers for the Women's Leadership Circle program.

Event department coordinates and manages over 80 major speaker programs a year. The department is driven by EVENTS - Engagement, Values, Education, Networking, Timeliness and Service. In this department we are also responsible for a very large portion of organization's budget.