HUMAN RESOURCES DEPARTMENT
AMERICAN NICARAGUAN SCHOOL

Events Intern

At ANS, we are looking for a dynamic, organized, and proactive Events Intern to join our team. This position will provide direct support in the planning, coordination, and operational execution of our events, ensuring that every logistical detail is delivered with excellence.

Key Responsibilities:

- Assist with logistical coordination before, during, and after events (setup, breakdown, vendor management, and timeline tracking).
- Update and manage schedules, inventories, budgets, and attendee lists using cloud-based collaborative tools.
- Act as a communication liaison between clients, vendors, and internal teams in both English and Spanish.
- Assist in rapidly resolving on-site operational issues during event execution.

Essential Requirements:

- Age: 20 years old and above.
- Languages: Bilingual (fluent in both spoken and written English and Spanish).
- Experience: Previous (verifiable) experience in event logistics and setup.
- Technical Skills: Intermediate to advanced proficiency in Google Workspace tools, specifically Google Docs and Google Sheets.
- Core Competencies: Strong organizational skills, high attention to detail, ability to work under pressure, and schedule flexibility based on the event calendar.

What We Offer:

- Hands-on experience in managing corporate and high-level events.
- A collaborative work environment with continuous learning opportunities.
- Weekly compensation.