Broadreach is hiring a Caribbean Office Manager and Programming Intern!

**Dates:** Early Spring and Summer 2013  
**ASAP – April:** 5-10 hours per week at Raleigh HQ  
**May:** 30-40 hours per week at Raleigh HQ  
**Last week in May-August 24:** 24/7 in the Caribbean at the St. Martin Base

**Job Description:** Intern needed to work in the downtown Raleigh office during the spring and to work at the St. Martin summer base in the Caribbean during the summer. Duties include, though are not limited to: preparing pre-trip paperwork, purchasing summer food/supplies, coordinating shipment of food/supplies from Raleigh to the Caribbean, communicating with the Raleigh HQ office from St. Martin, communicating with parents, preparing program/boat supplies, data entry and numerous other administrative tasks.

**Qualifications:**
- Strong interest in international adventure programming  
- Must be highly organized, detail-oriented, self-motivated, and possess excellent verbal and written communication skills.  
- Must have strong computer skills and be familiar with the Microsoft Suite (Excel, Outlook, and Word)  
- Ability to adapt to dynamic (and sometimes challenging) environments and think outside of the box  
- Experience working with youth preferred.

Contact:  
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