

**Job Title:** Program Support Manager – Core Sales Team

**When:** Fall Semester 2021 with the possibility of continuing into the spring semester 2022.

**Hours:** 10-20 hours per week.

**Pay:** Currently the internship is unpaid and would need to be for some type of college credit.

**Where:** Training will occur in the Boston office though work options are flexible: in-person, remote or hybrid.

**Job Description:**

The position reports to the Director of Relationship Management who is part of the ACIS Sales team.

- Create promotional materials for virtual or in-person recruitment meetings.
- Research prospective new clients based on a specific set of criteria.
- Work within CRM system to enter and organize new leads
- Assist sales team with collecting information ahead of group travel dates. Work can often involve telephoning passengers on the group verifying information, following up on missing payments, passport information and more. Interactions might also be with the group leaders of the trip.
- Additional projects may include itinerary content development, creating travel trivia based on a specific destination, research on a specific school district, competitive market research and more.

**Qualities:**

- Outgoing, positive, friendly and supportive of your colleagues
- Organized, self-motivated and able to multi-task
- Internet and research savvy using online resources
- Detail oriented
- Comfortable with asking questions when unsure of something
- Weekly Commitment (very understanding that school comes first but inform supervisor in advance if you have a conflict)
- No sales experience necessary

Since 1978 ACIS, the American Council for International Studies, has been a leader in quality educational travel for middle and high school students and their teachers. We believe in the power of travel to open students' eyes and change their lives—and every detail of our educational tours is carefully crafted to help make it happen.

This internship offers a number of opportunities for students looking to get professional experience in the workforce. In addition to a wide variety of sales skills the successful candidate will also gain a foundation of skills that will be valuable in many different fields. Past interns have gone on to work in sales, marketing, business, and communications. There is even the possibility of a full-time job offer after graduation.