



Ed Tech Recruiting is an executive recruiting firm serving schools, associations, and other nonprofit organizations. Founded in 2015, we help clients hire great senior leaders in the areas of technology, innovation, and curriculum. Although our retained search model is our flagship service, it is not our sole focus. Additionally, we conduct staffing assessments, serve as external project managers, and train leadership teams on better hiring practices.

Our firm continues to grow each year. This summer, Ed Tech Recruiting seeks a committed Office Intern to assist with day-to-day operations. As the office intern you will learn about the recruiting industry while supporting our critical internal summer projects. This is a paid summer internship position, starting around June 17, which requires approximately 15 - 25 hours per week.

**The duties for this position include:**

- Updating the job board
- Data entry
- Checking lists for data accuracy and making necessary corrections
- Researching information online and compiling new data lists
- Preparing physical mailings
- Keeping the office tidy and organized
- Other duties as assigned

**Ed Tech Recruiting is looking for an intern that is...**

- A high school graduate who at minimum is pursuing an Associate's degree
- Able to work from our office in San Carlos
- A hard worker who can take direction
- Detail oriented, quick learner, and holds a positive attitude
- A good communicator
- Proficient with computers and email
- Familiar with G Suite

This is a great opportunity for a dedicated worker who is looking to gain office experience through a summer job that offers a flexible schedule. Applicants should submit their résumé, three references, and a cover letter outlining both interest in and qualifications for this position to:

Micaela Andres, Office Manager  
[jobs@edtechrecruiting.com](mailto:jobs@edtechrecruiting.com)

Please include "Office Intern" in the subject line.

**Job type:** Paid internship  
**Location:** San Carlos, CA  
**Salary:** \$11/hour  
**Deadline:** Priority will be given to applications received on or before June 3  
**Term:** Summer 2019, with the possibility of an extension into the fall