



Dear New York Area PCMA Members,

We'd like to take this opportunity to present you and your organization with a unique opportunity.

Over the past few years the Membership Committee of the New York Area Chapter of PCMA has had great success in developing a student chapter at the University of New Haven, CT, Monroe College, Bronx, New York and NYIT. As a continued advantage, our goal is to offer internship opportunities to help qualified student candidates transition into the industry workforce.

Your organization can benefit from our student talent. If you are in search of a new hire, why not consider a student? As an employer, you may offer internship, part time, and/or full time employment. You will have access to Student members who are active in PCMA and are passionate about the meetings industry. The benefits of embracing this process will eliminate stressful hours of job postings and setting and conducting numerous interviews. Help a student prepare for the future and save your organization time and money.

All you need to do is complete the attached Organization Information Form for Student Internship and return it to [admin@nypcma.org](mailto:admin@nypcma.org). We will then work with our Membership Student Liaisons and the Faculty advisors to match an intern with your assignment(s).

This is an excellent approach to finding your next great employee. Students are the future of our New York Area Chapter and to the Meetings Industry.



**Organization Information Form for Student Internship**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I would like an intern to assist with (please check):

- Sales
- Meeting Planning
- Convention and Visitors Bureau
- Destination Management
- Other: \_\_\_\_\_

Desired semester for internship: \_\_\_\_\_

How many days a week? \_\_\_\_\_ How many hours a week? \_\_\_\_\_

Would there be weekend hours? \_\_\_\_\_

Per-hour salary (or stipend?): \_\_\_\_\_

Travel involved? If yes, please describe: \_\_\_\_\_

Is your office located near public transportation? \_\_\_\_\_

***Please include a detailed job description and return this form to [admin@nypcma.org](mailto:admin@nypcma.org)***

*Note: PCMA does its best to screen students and present only worthy candidates to its members. However, once the company takes on the intern, it is the obligation of the company to handle any matter in a manner approved and carried out by its own company. PCMA would like to be informed of any such incident, but it cannot be responsible for being an intermediary.*