Accessing Internship Opportunities

How to Post an Internship
What is ALC Bridge?

• ALC Bridge is the career platform created and managed by the Association of Language Companies for the benefit of the language services industry.

• ALC Bridge helps...
  • ALC member companies access talent
  • Academic institutions connect with internships for their students
  • Access internship postings: https://alcbridge.org/page/Internships
Why ALC Bridge?

• ALC Bridge is focused on language services and is more cost-effective than posting internships on commercial job boards
• ALC Bridge is working with LSCs to formalize and mature their internship programs
  • More comprehensive listings
  • Higher quality internship experiences
  • Better alignment with students’ goals
  • Relationships with Academic Partners across the US
• ALC Bridge offers educational webinars for institutions, students, and LSCs to prepare for successful internships
Easy Selection Process

• Companies can manage their postings easily
• All traffic via one standard channel with online application and direct email options from prospects
• Interact with prospects
• Communicate next steps with students
Are you ready for an intern?

Offering a successful internship is about preparation:

• What? Do you want the intern to do and to learn?
• Who? Will train and manage the intern?
• Where? Will the intern be on site or remote?
Resources

*Internship in a Box* includes:

- Sample internship agreement
- Intern Training Checklist
- Intern Task Inventory
- Intern application
- Housing Guidance Sample

- ALC members can download these here: [https://alcbridge.org/page/InternshipinaBox](https://alcbridge.org/page/InternshipinaBox)
How to Post an Internship

• Point your browser to alcbridge.org and click on Job Board in the navigation.
How to Post an Internship

• Then click *Post a Job*
How to Post an Internship

• Then click the Buy button under Single Job Postings, Members (a 30-day the listing will be free).
How to Post an Internship

• You will be asked to confirm if you are a member. Click *Click Here to Continue* under *I Am a Member*
How to Post an Internship

• If you already have an ALC Bridge Login...
How to Post an Internship

• Select **full_profile** and click **Submit**
How to Post an Internship

• If you need an ALC Bridge account
  • Select your member type
How to Post an Internship

• Start your registration
How to Post an Internship

• Select your membership type
How to Post an Internship

• Complete your ALC Bridge profile
How to Post an Internship

• Then click the **POST A JOB** button
How to Post an Internship

• Complete the job posting
  • Basics,
  • Job Description,
  • Job Requirements,
  • Job Details
  • Location
  • Contact Information
  • Applications (Samples available from *Internship in a Box*)

• In Applications you can choose to receive online applications and enter recipients in your organization who should be notified when an application is submitted.
  • Click *Preview* to see how the internship listing will look online and *Continue* to proceed to post the listing.
How to Post an Internship

• You will be offered options to boost your ad in other job boards. This is at your discretion. To finalize your posting, be sure to click the Complete Order button on Review/Finalize Your Order page.

• The Jobs board will automatically send a confirmation email once the job has been submitted.

You must click Complete Order or nothing will happen!!!
Internship Opportunities in One Click

Intern, Translation Project Management
LocFluent Consulting, Inc.
Fairport, New York, United States (Remote)
less than an hour ago

Description
This is a 12-week academic internship in Translation Project Management. The intern will gain basic training and will shadow experienced project managers. Daily tasks include quoting translation projects, preparing project files, setting up translation projects, staffing project tasks, managing project teams, preparing project deliveries, and maintaining customer language assets. Special research projects may also be included.

Requirements
Two years of university coursework in translation, basic understanding of translation memory and terminology management software. Excellent computer skills, knowledge of Office 365 applications, strong web research skills.

Job Information
Job ID: 66197738
Workplace Type: Remote
Location:
Fairport, New York, United States
Fairport, New York, United States
Company Name For Job: LocFluent Consulting, Inc.
Position Title: Intern, Translation Project Management
Language: Afrikaans, English
Job Function: Project/Account Management
Job Type: Full-Time
Job Duration: 1-3 Months
Min Education: BA/BS/Undergraduate