

# **DIRECTORY OF INTERNSHIPS**

## **POSITION DESCRIPTIONS**

- WELFARE INSTITUTIONS
- BUSINESS INSTITUTIONS
- COMMUNICATION
- INTERNATIONAL STUDIES
- CHAMBER, GOVERNMENT INSTITUTIONS AND NON PROFIT ORGANIZATIONS

## **EL CARACOL**

This private organization recruits young men among from 15 thru 23 years old. Its efforts are oriented towards to teaching and providing them with tools and knowledge for a technical degree. Besides it gives them psychological support through workshops and courses.

### **Job description suitable for**

- Criminal Justice
- Sociology
- Human Services
- Psychology
- Political Science

### **Position Purpose**

- The intern will learn how to provide the children and adolescents of the street an opportunity to develop and become integrated with the layers of society through training
- To give help to the young people at risk in the surrounding neighborhoods where El caracol has established projects in order to prevent their turning to the streets
- To provide the staff educators of other similar institutions the training and professional knowledge needed to serve this population.
- The intern will learn about the political and social forces that affect social work in Mexico

### **Position Requirements**

- Ability to express in Spanish concepts effectively, both verbally and in writing
- Ability to work in a cross-cultural environment

## **CHRISTEL HOUSE**

Christel House of Mexico A.C. is a private institution created to help orphan or abandoned children in developing countries to reach their integral potential so they can be self-sufficient and turn into socially adults committed.

### **Job description suitable for**

- Sociology
- Human Services
- Psychology
- Education

### **Position Purpose**

- The intern will learn how to enrol children and affiliate shelters to the Institution.
- To Foster human development through education, health care and nurture.
- To Facilitate social and workplace integration

### **Position Requirements**

- Ability to express in Spanish concepts effectively, both verbally and in writing
- Ability to work in a cross-cultural environment
- Ability to work with children

## **CASA CUNA LA PAZ**

[www.casacunalapaz.org.mx](http://www.casacunalapaz.org.mx)

Casa Cuna La Paz A.C. is a Christian inspired institution created to help orphan or abandoned children in Mexico City to help them reach their integral potential so they can be self-sufficient and turn into socially committed adults, this organization also provides counseling to Mexican families who want to apply to become adoptive parents for abandoned children.

### **Job description suitable for**

- Sociology
- Human Services
- Psychology
- Education

### **Position Purpose**

- The intern will learn how to enrol children
- To foster human development through education, health care and nurture.
- To facilitate social and workplace integration

### **Position Requirements**

- Ability to express in Spanish concepts effectively, both verbally and in writing
- Ability to work in a cross-cultural environment
- Ability to work with babies and children

## **ABC RADIO STATION**

### **Position: Guest news commentator**

#### **Job description suitable for**

- Public Relations
- Political Science
- Business
- International Studies

#### **Internship & Company Objectives:**

a) INTERNSHIP: The Guest News Commentator will gain experience in news selection, research, writing, and broadcast announcing, along with an opportunity to work with a dynamic radio news group.

b) COMPANY

The broadcast of English language news segments increases the program ratings and the number of listeners for ABC Radio. The Asi lo dice La Mont program is principally a political commentary and breaking news morning show.

#### **Job Summary:**

Select news stories of interest to the ABC radio Mexico City audience from major U.S. and U.K. newspaper and wire services (e.g. New York Times, Washington Post, Associated Press & Reuters). Select twelve (12) news articles and summarize each article in broadcast style format. Divide the article summaries into three (4) -- four (4) segment broadcast scripts. The Guest News Commentator will read two summarized article per hour and the program host will translate into Spanish after each article. Segment broadcast times are: 1230 & 1330. However, this is subject to change.

The Guest News Commentator needs to arrive 1-1/2 hours prior to first broadcast to read local morning newspapers for last-minute story ideas. The Asi lo dice La Mont group meets after the on-line program for 1-2 hours (1400-1600) to plan the next days broadcast.

#### **Work Hours:**

1000 –1600

Program broadcast hours (1200-1400)

Monday – Friday

Note: Sometimes the Asi lo dice La Mont group at ABC Radio will broadcast from a remote city. In these occasional cases, the Guest News Commentator can either accompany the group, or take a day off.

#### **Position Requirements**

- Ability to express in Spanish concepts effectively, both verbally and in writing
- Ability to work in a cross-cultural environment
- Internet skills

## **TELEVISA**

Grupo Televisa S.A. is a media company in the Spanish-speaking world and a participant in the international entertainment business. The Company has interests in television production and broadcasting, programming for pay television, international distribution of television programming, direct to home satellite services, publishing and publishing distribution, music, recording, cable television, radio production and broadcasting, professional sports and show business promotions, paging services, feature film productions and distribution, dubbing and an international portal. The company also owns and equity interest in Univision Communications, Inc. a Spanish language television broadcaster in the United States.

### **Job description suitable for**

- Public Relations
- Business - Marketing
- International Studies
- Computer Science

### **Position Purpose**

The internship here could vary from day-to-day, or one could stay on one project for a week's time. The key purpose is to be available whenever needed. Essentially, at the onset of the internship, the intern will be assigned to a particular project. These tasks could include oral and or written translating, editing, summarizing key articles. Depending on the area.

Areas available:

- Marketing
- Web-Engineering
- Finance Dept
- Human resources
- Entertainment magazines
- Entertainment Production
- News editing

The intern will gain experience in the media sector

In order to gain a full experience of a full workday, the intern will normally work an 8-hour shift everyday, with a 1.5-2 hour lunch break in the middle.

### **Position Requirements**

- Ability to express in Spanish concepts effectively, both verbally and in writing
- Ability to work in a cross-cultural environment
- Internet skills

## **DIRECCION GENERAL DE SERVICIOS PERICIALES DEL D.F.**

Mexico City is divided in 16 districts or “Delegaciones”; there is only one special place to investigate criminal cases. This laboratory investigates physical evidence of the crime found at the scene by means of various techniques such as: blood analysis, fingerprints, DNA, etc. The people that work in this place are experts in their fields and the level of investigation undertaken at this facility would be comparable to FBI labs in the United States.

### **Job description suitable for**

- Criminal Justice
- Human Services
- Psychology
- Lawyers

### **The job can vary from day to day the intern will gain experience in:**

- Ability to express in Spanish concepts effectively verbally and to work in a cross-cultural environment
- Will gain experience attending real crime scene

## **PRICE WATER HOUSE COOPERS DE MEXICO**

Pricewaterhouse Coopers is a full service provider assisting measuring and channelling value knowledge to help its clients succeed. our job is channelling knowledge through four lines of service and 22 industry-specialized practices.

### **Job requirement**

- Microsoft Office
- Intern must have capacity of analysis
- Capacity to follow up assigned projects
- Pro-active attitude and multitasking,
- Proficiency in English and Spanish (capable to read and write)
- Computering skills (desirable)
- Knowledge of marketing
- Knowledge of statistics
- Internet

### **The intern will be able to handle:**

- Analysis and Evaluation of processes
- Special researching
- Benchmark of the assigned industry
- Development of proposals
- Technology and specific Area supporter

## **SABRITAS AFFILIATED TO PEPSICO INC.**

PepsiCo, Inc., incorporated in 1919, is engaged in the snack food, soft drink and juice businesses. The Company, through its subsidiaries, markets, sells and distributes salty and sweet snacks in the United States and internationally, manufactures concentrates of brand Pepsi, Mountain Dew and other brands for sale to franchised bottlers in the United States and international markets, and produces, markets, sells and distributes juices under several Tropicana trademarks in the United States and internationally.

### **Snack Foods**

The Company's international snack food business is conducted through Frito-Lay International (FLI). FLI's products are available in 120 countries outside of the United States and Canada through Company-owned businesses and affiliated companies. On most of the European continent, its snack food business is conducted through Snack Ventures Europe, a joint venture between PepsiCo and General Mills, Inc., in which the Company owns a 60% interest. In 10 Latin America countries, its snack food business is conducted through joint ventures between PepsiCo and Libracor, Ltd., a part of Venezuela's Empresas Polar Group. The Company has a 50% interest in these ventures, except in one country, where it owns a 70% interest.

Since 1966 FLI sells a variety of snack food products catered to local tastes, including Sabritas brand snack foods and Gamesa brand cookies and Alegro brand sweet snacks in Mexico. In addition, many of its United States brands such as Lay's, Ruffles, Doritos, Tostitos, Cheetos and Fritos brand salty snack foods have been introduced internationally. Principal international markets include Mexico, the United Kingdom, Brazil, Spain, the Netherlands, Australia and South Africa

### **Sabritas will open its doors to specialized areas such:**

- Business- Marketing
- Sales
- Import and Export Department
- International - Public Relations –

### **Position Requirements**

- Ability to express in Spanish concepts effectively, both verbally and in writing
- Ability to work in a cross-cultural environment
- Internet skills
- Team-work skills

## **CASA “ARTURO MUNDET” – NURSING HOME FOR THE ELDERLY**

This nursing home is a private institution that receives government funds. They care for people over 65 years old whose families cannot support them. The asylum makes a financial study of the families and in some cases the relatives have to pay a monthly fee.

The asylum has all the services that they need such as: a hospital, activity room, bedrooms divided in three sections, female section, men section and the couple section, dentist, psychotherapy, rehabilitation, etc.

The government provides them with qualified staff members, which include: doctors, nurses, psychologists, maintenance people, etc.

In this Center people receive courses like knitting, ceramics, carpentry, etc. Many of the products that people make here are sold by the nursing home.

### **Job description suitable for**

- Sociology
- Human Services
- Psychology
- Education

### **Position Purpose**

- The intern will learn how to approach and contact senior citizens,
- To provide health care and nursing to adults
- To Facilitate social and workplace integration

### **Position Requirements**

- Spanish desirable at least to handle a conversation.
- Ability to work in a cross-cultural environment
- Ability to work with adult people

## **CEDI – (CENTRO DE EDUCACION Y DESARROLLO INTEGRAL)**

CEDI (Center for Special Education, and integral development) is a private institution, which helps people who have been rejected by official or private institutions because of their condition, individuals that for society will never be able to compete or have a regular and acceptable life.

People with several diseases as: Down Syndrome, Palsy, Aggressively problems, Mental Retarded, Autism, Blindness, Deafness, Handicapped.

CEDI dedicates its efforts to the design of specific programs for each individual, helping them to build confidence and self esteem.

### **Job description suitable for**

- Sociology
- Human Services
- Psychology
- Education

### **Position Purpose**

- The intern will learn how to approach and contact people affected with syndrome down, palsy, mental retarded, autism, etc.
- To provide and design specialized care for this people
- To facilitate social integration

### **Position Requirements**

- Ability to express in Spanish verbally concepts effectively
- To work in a cross-cultural environment
- To work with people affected with mental diseases

## **CASA SAN ANTONIO**

Founded initially in 1991, Casa San Antonio operates under the auspices of the International Affairs Department of the City of San Antonio, Texas. The first Casa San Antonio was founded in Guadalajara. The winning formula was duplicated in Monterrey in 1992 followed by Mexico City in 1995, and more recently the fourth serving the South East Mexico (2002).

Casa San Antonio offices assist the San Antonio business community in discovering new markets for their products and services in Mexico.

As its main focus, the office provides the following services:

- Promoting San Antonio exports and strengthening commercial relations between the San Antonio and Mexico.
- Investment and co-investment opportunities for international projects
- Providing tourist and general information on regard San Antonio.

### **Job description suitable for**

- Public Relations
- Business - Marketing
- International Studies

### **Position Purpose**

- The intern will learn how to assist entrepreneurs and businessmen from San Antonio, Texas.
- The intern will learn how a commercial office abroad is runned, public relations, trade-commissions, etc.

## **AMERICAN CHAMBER OF COMMERCE OF MEXICO, A.C.**

Is an independent non-profit organization dedicated to the representation, promotion, and development of business interests between Mexico and the United States. Founded in 1917, American Chamber/Mexico is the largest and oldest American Chamber of Commerce outside of the United States, serving the business community in the promotion of trade and commerce. Our main office is located in Mexico City with offices in Guadalajara and Monterrey.

Annually, a high level US executive is elected as the president of AMERICAN CHAMBER/MEXICO to preside over the Board of Directors. Inside an intricate structure of committees, more than 1,000 executive members participate monthly in work meetings. These committees organize approximately 40 public events per year including forums, seminars, workshops, and classes. In addition to holding these events AmCham publishes the primary English language business magazine in Mexico - Business Mexico - and more than 30 other publications, including books, economic studies, business surveys, directories, bulletins, and manuals.

### **Job description suitable for**

- Public Relations
- Business - Marketing
- International Studies
- Political Science

### **Position Purpose**

- The intern will learn how to assist entrepreneurs and businessmen from Mexico and the United States,
- Working in an intercultural environment, the intern will learn concepts of intercultural communication. And how to communicate with another culture promoting markets

## **TEXAS REPRESENTATIVE OFFICE – Office of THE GOVERNOR RICK PERRY**

The State of Texas Office in Mexico works to strengthen trade, investment, and tourism ties between Texas and Mexico

### **OVERVIEW**

The State of Texas Mexico Office (STMO) is a branch of Texas Economic Development (TxED), which works to improve the state's economy by providing various services to Texas businesses and communities in order to be internationally competitive and by promoting Texas as a premier travel destination. Through successful and resourceful consulting, these services include providing a voice in Mexico to help businesses and communities in their efforts to export goods and services to the continuously expanding Mexican markets and promoting economic opportunity and prosperity for Texas through tourism marketing. The State of Texas Mexico Office is strategically located in Mexico City, the business capital of Mexico. Since 1971 this office has been working toward the goal of strengthening trade, investment and tourism ties between Texas and Mexico markets with specific emphasis on benefiting small and medium sized Texas businesses.

### **Job description suitable for**

- Public Relations
- Business - Marketing
- International Studies

### **Position Purpose**

- The intern will learn how to assist entrepreneurs and businessmen from the state of Texas.
- The intern will learn how a commercial office abroad is runned, public relations, trade-commissions, etc.

## **ERNST, MANCERA & YOUNG**

The members of the Ernst & Young global organization help companies in businesses across all industries—from emerging growth companies to global powerhouses—deal with a broad range of business issues. Our 107,000 people in 140 countries around the globe pursue the highest levels of integrity, quality and professionalism to provide clients with a broad array of services relating to audit and risk-related services, tax, and transactions.

Quality In Everything We Do. Ernst & Young's integrity and professional competence are the cornerstones of our global organization. We work hard to earn and maintain our clients' trust and confidence. To ensure that we provide quality professional services in an independent, objective, and ethical manner we have implemented a number of global professional development initiatives and quality and compliance safeguards.

Services offered. Ernst & Young provides a range of services, including accounting and auditing, tax reporting and operations, tax advisory, business risk services, technology and security risk services, transaction advisory, and human capital services. Our country practices also provide legal services in those parts of the world where permitted.

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COL. POLANCO  
MÉXICO D.F.

LIC. ADRIAN SIMON

TEL: 5283-1300 EXT. 8725

## **HOSPITAL ANGELES MOCEL**

Gelati No. 29  
Col. San Miguel Chapultepec, C.P. 11850  
México D.F.  
CONMUTADOR: 5278 2300 Ext. 1200  
LIC. ESTHER ACEVEDO AYALA

### **Overview**

The Hospital Mocal Angels has insisted on offering the services of the best quality to the patient and his relatives. It distinguishes the human treatment, the accessible cost and the valuable cooperation to us of professional equipment highly described. Like member of the Group Angels, the Hospital Mocal Angels is it jeopardize with the excellence, as much in the technical aspects, like in the humans and materials.

Equipped with the technology more outpost of the moment and equipped with a modern medical body, the hospital was inaugurated the 1st of August of 1971. The services of the Hospital Mocal Angels were oriented to the average sector of the population, as well as to the attention of companies. This way, the Hospital profit to cover an ample demand of general services and consolidated like one of the institutions of greater cover, root and tradition of the city of Mexico.

Starting on 1996, the Hospital Mocal Angels became member of the Group Angels, which is not only a great endorsement for the Institution, but that also has impelled it to make the necessary changes so that our services are described like services of the highest quality.

### **Job description suitable for**

- Sociology
- Human Services
- Psychology
- Education
- Nursery

### **Position Purpose**

- The intern will learn how to approach and contact people affected with diseases
- To provide and design specialized care for this people
- To facilitate social integration

### **Position Requirements**

- Ability to express in Spanish verbally concepts effectively
- To work in a cross-cultural environment
- To work with people affected with diseases

## **CASA ALIANZA**

Casa Alianza is a non profit organization that works to benefit homeless children and kids in social risk 24 hours a day, 365 days a year.

### **Volunteering**

All persons wishing to do volunteer work and become part of the team at Casa Alianza should be committed to our guiding principles for assisting the children and adolescents, which are: Need, sanctuary, transmission of values, structure and options. As well, all volunteers should be conscious of the important and demanding work required, and the difficulties that are often encountered when living in a new and foreign culture. So long as you are truly committed to your work and to our cause to nurture and protect children, you will be welcome as a volunteer regardless of your age or the amount of time you have available.

### **Job description suitable for**

- Criminal Justice
- Sociology
- Human Services
- Psychology
- Political Science

### **Position Purpose**

- The intern will learn how to provide the children and adolescents of the street an opportunity to develop and become integrated with the layers of society through training
- To give help to the young people at risk in the surrounding neighborhoods where Casa Alianza has established projects in order to prevent their turning to the streets
- To provide the staff educators of other similar institutions the training and professional knowledge needed to serve this population.
- The intern will learn about the political and social forces that affect social work in Mexico

### **Position Requirements**

- Ability to express in Spanish concepts effectively, both verbally and in writing
- Ability to work in a cross-cultural environment

## **THE CONDESA CLINIC**

Benjamin Hill No. 24  
Col. Condesa  
Delegación Cuauhtemoc  
México City

The Condesa Clinic was founded in the year 2000 to provide services to a low-income working class people who didn't have access to welfare and social security and were HIV POSITIVE, the clinic provides complete medical care, ambulatory services, clinical laboratory services and prevention.

The city government reports that there are currently 280 minors under 15 infected with HIV, and that 15- to 44year-olds are most likely to contract HIV. For every 10 HIV-AIDS cases in Mexico City, eight carriers are young men, according to the city's research conducted between 2001 and 2005. These numbers led the clinic to the creation of a video, which is educational, but also designed to be entertaining and honest.

About 1,000 copies of the video "Lets talk about HIV" were distributed in January in Mexico City to public high schools and health clinics. The video will also be sent to schools in the rest of the country, where the lack of information on HIV is even greater.

The clinic sets up workshops where people can learn about the disease how to prevent and treat if necessary

## **TV AZTECA**

Is the second largest Mexican television network after Televisa. It was established in 1983 as the state-owned Instituto Mexicano de la Television (IMEVISION) a holding of the national TV networks channel 13 and 7 was privatized under its current name in 1993 and now is part of Grupo Salinas ..

In Mexico the network operates two stations XHDF (Azteca 13) and XHIMT(Azteca 7) Both enjoy near national coverage, mostly via over the air TV, cable, DBS and FTA. It also operates digital television stations.

### **Job description suitable for:**

- Public Relations
- Business - Marketing
- International Studies
- Computer Science

### **Position Purpose:**

The internship here could vary from day-to-day, or one could stay on one project for a week's time. The key purpose is to be available whenever needed. Essentially, at the onset of the internship, the intern will be assigned to a particular project. These tasks could include oral and or written translating, editing, summarizing key articles. Depending on the area.

Areas available:

- Marketing
- Web-Engineering
- Finance Dept
- Human resources
- Entertainment magazines
- Entertainment Production
- News editing

The intern will gain experience in the media sector

In order to gain a full experience of a full workday, the intern will normally work an 8-hour shift everyday, with a 1.5-2 hour lunch break in the middle.

### **Position Requirements:**

- Ability to express in Spanish concepts effectively, both verbally and in writing
- Ability to work in a cross-cultural environment
- Internet skills

## **UNEFON**

Unefon is a Mexican mobile phone operator owned by lusacell. The company was partially owned by Grupo Salinas and Mexican industrial Grupo Saba, reached more than 2.5 million subscribers in 2006 and its network is CDMA only, using no analog base stations. After a capacity exchange agreement with lusacell, their coverage greatly increased.

### **Job description suitable for:**

- Marketing
- Public relations
- International studies

### **Position purpose:**

- To learn about Mexican communication
- To learn how to increase marketing in telecommunications companies

### **Position Requirements:**

- Ability to communicate Spanish
- Ability to work in team
- Ability to work with a lot of people.

## **IUSACELL**

Grupo Iusacell is Mexico number 3 mobile operator. The company provides cellular services reaching about 90% of Mexico's population, including Mexico City and received more licenses to cover the remaining regions in early 2005. It has more than 3.5 million subscribers (67% are prepaid). The company also offers local and long- distance telephony, meddaging service, mobile television and wireless broadband services over the only 3G nation-wide networks in Mexico.

### **Job description suitable for:**

- Marketing
- Public relations
- International studies

### **Position purpose:**

- To learn how Mexican communication is
- To learn how to increase marketing in telecommunications companies

### **Position Requirements:**

- Ability to communicate Spanish
- Ability to work in team
- Ability to work with a lot of people.

## **BANCO AZTECA**

Banco Azteca operates in Mexico, Panama, Guatemala, Honduras, Peru and Brazil and is already among the largest banks in Mexico in terms of coverage. With more than 6.8 million savings accounts- holding \$45,441 million pesos in deposits, and 9 million credit accounts representing a credit portfolio of \$ 25, 357 million pesos, Banco Azteca continues showing dynamic growth in every banking variable of significance.

In addition to consumer credit for goods, Banco Azteca offers personal loans credit cards, as well as car loans, among other types of credit. Also Banco Azteca offers payroll systems.

The strength of Banco Azteca is based in almost 60 years of credit experience at Grupo Elektra an unparalleled debt collection system, and state of the art technology that supports solid management practice.

### **Job description suitable for:**

- Financial operation
- Computer systems
- Security

### **Position purpose:**

- To learn how the financial institutes operated in Mexico

### **Position requirements:**

- Ability to communicate Spanish
- Ability to work with quantities

## **EL UNIVERSAL**

Is a major Mexican newspaper. Was founded by Felix Palavicini and Emilio rebase in October 1916, in the city of Santiago de Queretaro to cover the end of the Mexican Revolution and the creation of the New Mexican Constitution. The circulation of the print edition of El Universal more than 3000, 000 readers and is considered one of the most influential and widely read newspaper in Mexico.

### **Job description suitable for:**

- Journalism
- Communication
- Administration

### **Position Purpose:**

- To learn how to approach and communicate with citizens
- To learn how the news works in Mexico

### **Position Requirements.**

- Ability to communicate in Spanish
- Ability to write Journalistic notes

## **SEMILLAS**

Sociedad Mexicana Pro Derechos de la Mujer, A.C.

[www.semillas.org.mx](http://www.semillas.org.mx)

Semillas (Mexican Organization dedicated to women's equality), it's a non profit organization which finances projects to promote human rights for women in extreme poverty in rural communities in Mexico country, since 1987 Semillas has financed 237 projects that had benefited over 650,000 Mexican women

Semillas defines its task as social investment for women, its purpose is to look for the deep solution of problems, with projects that include an structure and a long term orientation vision.

Semillas was created to develop bold, new strategies and programs to enhance women's equality, non-violence, economic development, and, most importantly, empowerment of women and girls in all sectors of society. All programs of Semillas endeavor to include a global perspective and activities to promote leadership development, especially among young women. Our vision towards the future is that the Semillas programs will focus on the empowerment of women in law, business, medicine, academia, sports, and the internet.

Semillas Foundation is looking for volunteers to help with various campaigns they are currently working on. Volunteers can attend fun action events and weekly volunteer nights, volunteer in their office on an individual basis, volunteer from home, and take action in their local community on national campaigns.

### **Job description suitable for**

- Sociology
- Human Services
- Psychology
- Education
- Political Science

### **Position Purpose**

- To facilitate social and workplace integration
- To foster human development through education, health care and nurturing
- To develop public relations with organizations that will empower women

### **Position Requirements**

- Ability to verbally express concepts in Spanish effectively
- To work in a cross-cultural environment