



## Libra Internship Program | Summer 2024 Internship Placements

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### Overview:

The Libra Internship Program offers a paid opportunity for students to intern with Libra Group, its global businesses, and Libra Philanthropies' philanthropic initiatives. Internship roles in business, finance, people and culture, marketing and communications, and operations and more are available.

Libra Group is a privately owned, global business group that includes 20 businesses predominately focused on aerospace, renewable energy, maritime, real estate, hospitality, and diversified investments. With assets and operations in nearly 60 countries, the Group applies the strength of its global network and capabilities to deliver cross-sector insights and growth at scale. Learn more about the Group at [www.Libra.com](http://www.Libra.com).

Libra Philanthropies, an independent 501(c)(3) foundation born from Libra Group's decade-long legacy of social responsibility, is committed to creating positive global change. Leveraging a portfolio of ten philanthropic initiatives centered on critical areas such as mental health, leadership, entrepreneurship, global challenges, and the nurturing of high-potential individuals and communities worldwide, the foundation's mission is to empower individuals, break down barriers, and propel profound, transformative change towards a brighter future. Learn about Libra Philanthropies here: [www.libraphilanthropies.org](http://www.libraphilanthropies.org).

### The Application Process:

\*Due to the volume of applications and the level of care we put into selecting the right students, please note the entire process can last up to 5 months. Please note some of the placements are subject to change given the needs of the businesses at the time of the internship.

First Round: Written Application & One-Way Interview:

- All applicants submit a written application selecting their preferred 2 focus areas. After submitting the written application, you will receive a link for the one-way interview. *You have to submit the one-way interview in order for your application to be considered completed.*

Second Round: First Live interview:

- If we like your application, we will invite you to complete a live interview with a member of the Libra Internship Team.

Third Round: Potential Second Live interview:

- After the Libra Internship Team has narrowed down the top few candidates for each potential placement, they send them to each business or philanthropic initiative for their review. Then they select who they would like to interview.



- **Note:** It is possible that a placement will not require a second live interview. As we try to figure out best placements, there is also a chance you might have to interview with a few different potential placements.

### Placements by Focus Area

## Business

Potential business placements and locations are subject to change.

Potential business internship opportunities include **FCA Group** (Panama City, Panama<sup>1</sup>); **Greenwood Sustainable Infrastructure** (New York, NY); **Libra Group, Governance and Sustainability** (New York, NY); **Libra Group, Strategy** (Washington, DC or New York, NY); **Libra Group, Stakeholder Relations** (Miami, FL or New York, NY); **Lomar Shipping** (London, UK); **Space Leasing International** (London, UK); **lomarlabs** (London, UK).

### Potential Duties and Responsibilities:

*Potential duties and responsibilities are for guidance only as the position responds to business needs. During the onboarding process, interns will receive a more tailored description for their specific placement.*

- FCA Group: Perform analytical studies and data analysis to support the decision-making process of investment opportunities for FCA Group. Civil engineer or architecture skills are a plus but not required.
- Greenwood Sustainable Infrastructure: Work closely with associate asset managers on a daily basis; Organize Box documentations of renewable energy entities including current and past projects.
- Libra Group, Governance and Sustainability: Provide support on any/all projects in the team's portfolio; Gather and analyze large amounts of information quickly and be able to present it in a way that facilitates decision making; Develop compelling, insightful recommendations based on in-depth research.
- Libra Group, Strategy: Conduct landscape research and develop compelling, insightful recommendations across Libra's core sectors and business functions (Aerospace, Maritime, Renewable Energy, Real Estate, Hospitality, Diversified Investments, People & Culture).
- Libra Group, Stakeholder Relations: Work directly with the Libra Group Chief Relationship Officer who oversees Libra's government and public relations and represents the company's interests before international governments and different stakeholders (Congress, executive offices, and agencies) and key third parties (associations, think tanks, non-governmental organizations, etc.).

### Requirements:

- Be fluent in both English and fluent in Spanish for the FCA Group placement<sup>1</sup>
- Be fluent in English
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application



## Engineering

Potential business placements and locations are subject to change.

Potential engineering internship opportunities include EuroEnergy (Athens, GR<sup>1</sup>); Greenwood Energy (Panama City, Panama<sup>2</sup>); Lomar Shipping (London, UK); Americraft Marine Group (New York, NY); Libra Group, Information Technology (New York, NY).

### Potential Duties and Responsibilities:

*Potential duties and responsibilities are for guidance only as the position responds to business needs. During the onboarding process, interns will receive a more tailored description for their specific placement.*

- EuroEnergy & Greenwood Energy: Perform project analysis to estimate performance and cost of renewable energy power plants; Review and prepare sections, tables and annexes of Operation and Maintenance (O&M) contracts; Conduct market research on equipment and draft request for quotation (RFQ) for projects.
- Lomar Shipping & Americraft Marine Group: Management software; Develop apps that allow the company to integrate the data and develop code to allow efficient communication with other software for external and internal communication.

### Requirements:

- Be fluent in both English and Greek for EuroEnergy<sup>1</sup>
- Be fluent in both English and Spanish for Greenwood Energy<sup>2</sup>
- Be fluent in English
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application
- Academic background or previous experience in engineering strongly preferred

## Finance

Potential business placements and locations are subject to change.

Potential finance internship opportunities include Greenwood Energy (Bogotá, Colombia<sup>1</sup>); Seapath Group (New York, NY) and Lomar Shipping (London, UK); Greenwood Sustainable Infrastructure (New York, NY).

### Potential Duties and Responsibilities:

*Potential duties and responsibilities are for guidance only as the position responds to business needs. During the onboarding process, interns will receive a more tailored description for their specific placement.*

- Assist team in creating and updating financial documents such as cash flow statements, income statements and balance sheets.



- Monitor specific markets, analyze financial statements and prepare performance reports.
- Conduct research and draft presentations for potential investors to support capital raising process.
- Carry out specific market related research assignments to evaluate investment opportunities.
- Perform analytical studies and data analysis to support the decision-making process of investment opportunities.
- Create financial models to evaluate new opportunities.

#### Requirements:

- Be fluent in English
- Be fluent in both English and Spanish for the Greenwood Energy placement<sup>1</sup>
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application
- Academic background or previous experience with financial modeling and reporting is required

*NOTE: You will be asked to provide further details on your skill level during the interview process. If you do not have any related experience, please apply for business administration instead as this is a role requirement.*

## Hotel Operations

Potential business placements and locations are subject to change.

Potential hotel operations internship opportunities include **Aria Hotels** (Athens, GR<sup>1</sup>)

#### Potential Duties and Responsibilities:

During the onboarding process, interns will receive a more tailored description for their specific placement.

- Back Office: Maintain electronic reservation system; prepare welcome, departure and hotel activity letters.
- Front Desk: Recommend activity and dining suggestions in the area and assist with service reservations; prepare itineraries for guests.
- Housekeeping: Perform checks or liaise with housekeeping to ensure rooms are ready for check-in; shadow housekeepers during preparation of a room.
- Food & Beverage: Liaise with kitchen to update menus and disseminate to housekeeping for placement in rooms; perform inventory counts.

#### Requirements:

- Be fluent in English
- Be fluent in both English and Greek<sup>1</sup>
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application



## Legal

Potential business placements and locations are subject to change.

Potential legal internship opportunities include Elandis (Miami, FL), EuroEnergy (Athens, GR<sup>1</sup>); LCI Aviation (Dublin, Ireland); Libra Group (New York, NY) and Lomar Shipping (London, UK).

### Potential Duties and Responsibilities:

*Potential duties and responsibilities are for guidance only as the position responds to business needs. During the onboarding process, interns will receive a more tailored description for their specific placement.*

- Prepare and manage strategic, legal, financial and operational documentation.
- Create and/or edit any adhoc documents as provided by the Mentor:
  - Escrow Letter, cover letters, amendments, vendor/lease/loan agreements, notice to landlord/tenant, written consents, secretary's certificate, affidavit, and estoppel.
- Carry out research regarding policies, laws, procedures and regulations.
- Summarize and compile legal documents for court procedures.
- Provide essential admin support to the team when called upon (data entry; online research; errands; deliveries; mailings etc.).

### Requirements:

- Be fluent in English
- Be fluent in both English and Greek for the EuroEnergy placement<sup>1</sup>
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application

## Marketing and Communications

Potential business placements and locations are subject to change.

Potential communications internship opportunities include Aria Hotels (Athens, GR<sup>1</sup>); Libra Group (New York, NY); Lomar Shipping (London, UK); Principal Media (Los Angeles, CA); Seleni Institute (New York, NY).

### Potential Duties and Responsibilities:

*Potential duties and responsibilities are for guidance only as the position responds to business needs. During the onboarding process, interns will receive a more tailored description for their specific placement.*

- Draft social media posts across platforms such as LinkedIn, Facebook, X and Instagram.
- Manage mailing lists and build content for monthly e-newsletter.
- Conduct external outreach (i.e. door to door marketing) to promote Seleni's clinical services.
- Track and analyze website statistics (e.g. Google Analytics), SEO and other marketing services.



- Prepare and proofread articles, social media/blog posts or other written materials.
- Provide strategic support on marketing efforts, including email marketing and social media content.

#### Requirements:

- Be fluent in English
- Be fluent in English and Greek for the Aria Hotels placement<sup>1</sup>
- Graphic design experience preferred
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application

## People and Culture

Potential business placements and locations are subject to change.

Potential people operations internship opportunities include **Libra Group** (New York, NY); **Lomar Shipping** (London, UK); **Libra Internship Program** (New York, NY).

#### Potential Duties and Responsibilities:

*Potential duties and responsibilities are for guidance only as the position responds to business needs. During the onboarding process, interns will receive a more tailored description for their specific placement.*

- Support the team for any local employment law queries related to the UK, Greece and US.
- Review and update company policies and procedures in line with local law.
- Assist with drafting company wide emails, surveys and policy documents.
- Support the office management team in the New York office and planning, organization and facilitation of office wide events (e.g. Virtual Town Halls).
- Libra Internship Program: Serve as intern liaison, coordinate intern activities and meetings (e.g. workshops, community service, meetups) and support social media management.

#### Requirements:

- Be fluent in English
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application

## Shipping

Potential business placements and locations are subject to change.

Potential shipping internship opportunities include **Lomar Shipping** (London, UK; Singapore, Bremen, Germany).



#### Potential Duties and Responsibilities:

*Potential duties and responsibilities are for guidance only as the position responds to business needs. During the onboarding process, interns will receive a more tailored description for their specific placement.*

#### Chartering Operations

- Prepare voyage and time charter estimation reports for vessels using company software system.
- Conduct sector market research and make recommendations based on research findings.
- Liaise with agents and other stakeholders on behalf of Lomar to obtain cost and time related information for voyages.
- Analyze forward freight agreements (FFA) and prepare investment appraisals for the acquisition of new vessels.

#### Requirements:

- Be fluent in English
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application

## Libra Philanthropies

Potential business placements and locations are subject to change.

Potential internship opportunities include **Libra Philanthropies** (New York, NY) **Concordia** (New York, NY); **Engolve Entrepreneurship** (Athens, GR<sup>1</sup>); **Founder Forward** (New York, NY); **We Lead** (Athens, GR<sup>2</sup>).

#### Potential Duties and Responsibilities:

*Potential duties and responsibilities are for guidance only as the position responds to business needs. During the onboarding process, interns will receive a more tailored description for their specific placement.*

- **Libra Philanthropies:** Monitor social impact metrics, draft stakeholder and grantees reports, support outreach and public relations efforts, draft marketing & communications posts.
- **Concordia:** Support the team in coordinating, planning and executing programming; Collect data, support the programming and partnerships teams.
- **Engolve Entrepreneurship & Founder Forward:** Conduct research on entrepreneurship articles, resources, and tools, source and write grant proposals, draft social media posts and newsletters.
- **We Lead:** Program coordination & management, assist the operations and daily activities of the organization; support public relations and outreach efforts, among others.

#### Requirements:

- Be fluent in both English and Greek for the Engolve Greece and We Lead placement<sup>1,2</sup>



- Be fluent in English
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application

**More information:**

- Email: [info@librainternship.com](mailto:info@librainternship.com)
- Instagram: @librainternship
- Apply here: <https://www.libra.com/people/group-internships/>