



Libra Internship Program Placements

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, engineering, people and culture, marketing and communications, hotel operations, and more are available.

Libra Philanthropies, established in 2023 by the Logothetis family as an independent 501(c)(3) foundation, is dedicated to expanding upon and perpetuating the legacy of social responsibility initiatives carried out by its sister organization, Libra Group, over the past decade. Learn about Libra Philanthropies here: 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 6 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

- After the Libra Internship Team narrows down the top candidates for each potential placement, the selected profiles are shared with the respective business and/or philanthropic initiatives for review. Each team then determines which candidates they would like to invite for an interview.

Third Round: Potential Second Live interview

- Some placements may choose to conduct a second interview as part of the recruitment process in order to get to know you better and further assess fit.

Note: 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); **Greenwood Sustainable Infrastructure** (New York, NY); **Libra Group - Governance and Sustainability** (New York, NY); **Libra Group - Stakeholder Relations** (New York), **SLI** (Washington, DC; Dublin, Ireland); **lomarlabs** (London, UK); **Greenwood Energy** (Bogota, Colombia), **ColombiaOne** (Bogota, Colombia); **Libra Group - Executive Chairman's Office** (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.

- **FCA Group**: Perform analytical studies and data analysis to support the decision-making process of real estate investment opportunities for FCA Group, including aspects of property management. Finance or architecture skills a plus.
- **Greenwood Sustainable Infrastructure**: Work closely with associate asset manager 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 - Stakeholder Relations**: Work directly with Libra Group's Chief Relationship Officer who oversees Libra's government affairs 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.).
- **SLI**: Support the team by providing executive and administrative assistance, coordinating logistics and operations, contributing to business development initiatives, assisting with client engagement and industry events, and supporting marketing and communications projects through research, documentation, and content management.
- **lomarlabs**: Support the Research & Development team by conducting technology and process research, identifying automation opportunities, designing AI-driven workflows, mapping business processes, evaluating software solutions, and contributing to strategic initiatives that improve operational efficiency and support business growth.
- **Greenwood Energy**: Assist with contract review and drafting, conduct legal and regulatory research, analyzes contractual risks and compliance requirements, maintain legal documentation, and contribute to strategic legal initiatives across a range of renewable energy projects.
- **ColombiaOne**: prepare detailed meeting reports, conduct research on grant funding opportunities, and assist with strategic initiatives related to digital media, emerging technologies, journalism, Latin American affairs, entrepreneurship, organizational development, planning, and operational effectiveness.



- **Libra Group – Executive Vice Chairman’s Office:** Conduct research and prepare briefing materials to support executive decision-making, assist with meeting coordination and ongoing projects, professionally handle introductory communications with prospective business connections, track key priorities and stakeholder information, and provide day-to-day administrative and operational support to ensure the smooth functioning of the executive office.

Requirements

- Be fluent in both English and Spanish for FCA Group, Greenwood Energy and ColombiaOne
- 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, Greece); **Libra Group - Information & Technology** (New York, NY); **FCA Group** (Panama City, Panama).

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:** 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.
- **Libra Group - Information & Technology:** Support the day-to-day operations of the department by providing technical support to employees, assisting with hardware and meeting room setup, contributing to cybersecurity and infrastructure initiatives, conducting technology research and vendor evaluations, preparing technical documentation, and supporting onboarding and general office technology needs.
- **FCA Group:** Support operational efficiency initiatives through process mapping and workflow analysis, participate in real estate project planning, implementation tracking, performance reporting and help develop KPIs, collaborate with cross-functional teams to enhance safety, quality control, and operational standards. *Industrial engineer or Architecture skills preferred.*

Requirements

- Be fluent in both English and Spanish for FCA Group
- Be fluent in Greek for EuroEnergy
- Academic background or previous experience in engineering strongly preferred
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application



Finance

Potential business placements and locations are subject to change.

Potential finance internship opportunities include: **Seapath Group** (New York, NY); **Lomar Shipping** (London, UK); **Greenwood Sustainable Infrastructure** (New York, NY); SLI (Washington, DC).

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 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, Greece).

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 both English and Greek
- 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); **Greenwood Energy** (Bogota, Colombia); **SLI** (Dublin, Ireland).

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 both English and Spanish for the Greenwood Energy placement
- 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, Greece); **fyi.news** (Athens, Greece) **Libra Group** (New York, NY); **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 Facebook, LinkedIn, X, and Instagram.
- Manage mailing lists and build content for monthly e-newsletter.
- 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.
- Create video assets for social media, identify and understand target audiences, and help develop content strategies designed to drive viewership and engagement across social platforms.
- Provide strategic support on marketing efforts, including email marketing and social media content.

Requirements

- Be fluent in English and Greek for the Aria Hotels and fyi.news placements
- Be Los Angeles based for the Principal Media placement
- 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 – People & Culture** (New York, NY); **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 the organization 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 (eg. workshops, community service, meetups) and support social media management.

Requirements

- 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; 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, Greece); **Founder Forward** (New York, NY); **We Lead** (Athens, Greece); **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.

- **Libra Philanthropies**: Monitor social impact metrics, draft stakeholder and grantees reports, support outreach and public relations efforts, draft marketing & communications posts, and assist with programming, research, and project coordination. Strong writing, leadership, project management, and initiative are valued.
- **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, event coordination, and outreach efforts, among others. Social media management and volunteering experience preferred.
- **Seleni Institute**: Support programming, outreach, and research. Develop presentations and edit basic video content. Lead public-facing activities and presentations.

Requirements

- Be fluent in Greek for the Engolve Greece placement
- Be at least 18 years of age
- Be a currently enrolled university student at the time of application



More Information

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