



**POSITION:** Paid Summer Internship  
(\$15/hour, 30 to 40 hours/week)  
No benefits/No paid holidays

**SUPERVISOR:** Richard Crossman, Internship Program Manager

**FLSA STATUS:** Not-Exempt

**RESPOND TO:** Jill Lang: jlang@allenif.com

### **GENERAL DESCRIPTION**

An intern at Allen Insurance and Financial will further develop an understanding of insurance or financial planning as a career through working in a fast-paced insurance agency and financial advisory firm alongside agents, financial planners, clients, insurance and financial management company representatives and members of the management team. Some inter-office travel may be required. Field trips to our carrier partners are possible.

Our intern will assist on multiple projects as assigned by the internship program manager. Our program is geared toward students interested in business, finance, marketing or sales, although we know that there are many college majors which can produce a successful intern at a company such as ours. If an intern has specific areas on which he or she would like to focus, we can work together to find meaningful projects which will both move our company initiatives forward and offer worthwhile hands-on experience.

We sell and service policies in the areas of personal, commercial, health insurance and related ancillary lines. We discuss with our customers about how they can manage their risk. Particularly with our commercial and employee benefits insurance customers, we discuss how to use insurance, the resources of our agency and their insurance company to benefit their businesses and to help them grow. For clients of Allen Financial Group - individuals, families, businesses and non-profit organizations - we advise and assist with financial planning and investment management.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

Individual duties and projects are assigned and rotated to develop familiarity with the various departments at Allen Insurance and Financial. These departments are: Personal Insurance, Commercial Insurance, Employee Benefits, Financial Planning and Marketing. Duties may include:

- Assisting with research and development of sales presentations and preparations for client meetings in both the financial and insurance divisions.
- Assisting insurance producers in performing day-to-day administrative duties.
- Job shadowing producers and financial advisors in meetings or while on client visits.
- Learning basic insurance industry, risk management, financial planning and relationship-building concepts and demonstrate a mastery of this knowledge by applying while performing duties as assigned.
- Learning about employee-owned companies.
- Developing a social media content calendar for the summer months with pertinent insurance-related topics and articles.
- Posting write-ups and photos about the intern's experience for posting on our agency website and social media.
- Weekly blog posts posted on our Intranet.
- Working with the internship program manager and others on both a mid-term and final evaluation to review, revise and improve the Allen Insurance and Financial internship program.
- Other projects as assigned.

## **EDUCATION, EXPERIENCE and QUALIFICATIONS**

Applicants should be undergraduate college students, rising juniors or seniors, working toward a bachelor's degree, preferably in a business-related field of study and with a competitive academic standing, though all college majors will be considered. Professional experience in a sales or client service environment is a plus.

Our intention is to hire interns who after graduation may consider returning to our company for a full-time, career position.

**In addition, candidates should demonstrate**

- A positive attitude.
- Strong interpersonal and written communication skills.
- An ability to follow instruction well and to work as part of a team as well as individually with minimal supervision.
- Proficiency with Microsoft Word/Excel/PowerPoint/Outlook in addition to a variety of social media channels.

**GENERAL WORKING CONDITIONS**

An intern at Allen Insurance and Financial will be working in a friendly and fast-paced, professional office environment. Business casual attire is required. An intern may be called upon to travel to our other office locations in addition to field trips to Maine-based based insurance companies; this means a valid driver’s license and reliable transportation are required. There is reimbursement for mileage. This position is based at our Camden office.

This document does not include an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with an internship at Allen Insurance and Financial. While this job description is intended to be an accurate reflection of current intern responsibilities, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs or technological developments).

**TO APPLY**

Please submit a resume and a letter of interest answering the following questions:

1. What are you most excited to learn and gain out of this internship experience?
2. What, specifically, interests you about the Allen Insurance and Financial internship program?
3. What do you know about the insurance and financial planning industry?
4. What skills do you have that you see benefiting Allen Insurance and Financial?

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.*

Submitted by (printed) \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_