

## CAREER PREPARATION ACTIVITY HOST COMPANIES

Our hosts are small and medium sized companies, start-ups, and even some well-known brands. In these carefully chosen host companies, you will practice speaking English with American professionals, increase your confidence, and boost your professional development.

The following are a selection of our host companies that have consistently provided Stafford House students with a rewarding experience.\* Please note that the tasks referenced are only examples. Placements change and a student's responsibilities and tasks at the company will depend on their skills and experience and what is happening in the company at the time. Our companies do their best to encourage and develop the unique skills of each student.

### Chicago

Company Name	Industry	Description	Sample tasks
Fuksa Khorshid, LLC	Business Administration and Law	Good opportunity for a variety of backgrounds including marketing, PR, law, and journalism. Students here will help with event planning, writing blogs, working on social media platforms and learning about the law industry.	Write articles for the blog Research various business and legal matters Manage social media platforms Event planning
Global Citizenship Experience	Education	Students interact with high school students every day, allowing them to get a lot of practice speaking English. This position also gives the student ownership in coming up with their own projects to work on.	Check-in and check-out duties Record bookings and track room availability Front desk customer service Assist in telephone duties
Imerman Angels	NPO – Healthcare	This company organizes events and fundraisers to support cancer charities. With a regular calendar of events, students get involved at this busy office with a variety of event planning activities, and volunteer campaigns.	Support the management of donations Tasks to raise awareness of the organization Manage the volunteer contacts Answer brochure requests from interested clients Support with event planning and coordination Visit and talk to local healthcare professionals in the hospital
La Casa Norte	NPO – Housing	La Casa Norte is a nonprofit organization that serves youth and families to provide stable housing and deliver comprehensive services that transform lives and communities. Students here develop a more intimate relationship with Chicago and its people.	Work with the housing program Help with fundraising and event planning Provide information and referrals
Tenzan Capital	Business and Finance	Tenzan Capital is a proprietary trading company. Students here will learn more about market indicators and get experience working with financial software.	Research market tendencies Prepare documents Analyze data Office administration as necessary

## San Francisco

Company Name	Industry	Description	Sample tasks
Mosser Hotel	Hospitality	A stylish successful family run hotel near Union Square where students are involved in a variety of hotel administrative and customer service tasks.	Check-in and check-out duties Record bookings and track room availability Front desk customer service Assist in telephone duties
BMW	Business Administration	This local neighborhood BMW dealership offers students the chance to experience an office environment or get more hands on experience in the parts warehouse.	Office administration tasks including data entry and file management Answer phone calls and help with customer requests Help manage the inventory and fill orders
California Welcome Center	Hospitality and Tourism	In the heart of Fisherman's Wharf, providing local tour and visitor information, students have the opportunity to meet and interact with tourists from all over the world.	Welcome and interact with international visitors Help visitors find information about local attractions Distribute discount coupons and marketing material Participate in tours
D-Structure	Sales and Marketing	DSSF is a clothing label, with its headquarters and flagship store in San Francisco. DSSF's mission is to bring together like minded individuals. Through their collective strengths, passions, and efforts, their goal is to create more than just a clothing store, but a community and culture that thrives on art, music, and fashion.	Fashion merchandizing Market research Social media research and tasks
Community Tech Network	Social Services	NGO that assists senior citizens with using technology. Students find this to be a very rewarding experience and get many opportunities to practice their speaking skills.	Students tutor senior citizens one-on-one in using technology Train and explain computer usage Interact with seniors from many different backgrounds Practice speaking English for instructive purposes
Tax Aid	Business Administration	A charity that offers up-to-date information and tax advice on tax matters to individuals on low and modest incomes.	Analyze financial data and prepare reports Assist supervisors with financial research Help prepare presentations for clients
Golden Gate Power	Business Administration	Locally owned company that promotes renewal energy through the installation of Solar Panels.	Prepare financial analysis for potential clients Prepare and file reports and blue prints Liaise with Japanese Solar Company partner
Meals on Wheels of SF	Social Services	An NGO that provides meals to homebound seniors in the city. Students looking to include social work in their CPA placement would enjoy participating with this company.	File client documents in social work files Assist dietitians with data entry Oversee documents for client handbook and social work forms
ArtSpan	Business Administration	Small non-profit that promotes art and local artists to enrich and educate the public. Students interested in art and event planning are encouraged to take part of this placement.	Support office administration including phone support and file management Assist with event planning for art workshops Attend and help coordinate art exhibitions
Sunhee Moon	Sales and Marketing	A local clothing brand that promotes mostly American fabrics. This position is perfect for a student who wants to be involved in shaping the SF community while practicing their English.	Create visual merchandising displays Speak with customers as a trained stylist Maintain inventory Contribute to social media posts
SF Travel	Tourism	A tour company that specializes in tours for those looking to get to know San Francisco. Students who are eager to practice their speaking skills would thrive with this placement.	Greet and welcome guests Provide local tourism information and answer questions Re-stock flyers and gifts
U.S. China Law Counsel	Business Administration	Small law office offering services to small and medium sized companies in SF. Students who have a legal background or interest would find this placement particularly interesting.	Attend meetings with clients who are seeking law counsel Assist with online marketing tasks
Temptime	Business Administration & Marketing	Boutique employment/staffing firm providing temporary work positions around the Bay Area. We encourage students who are interested in fashion and marketing to participate in this host company.	Manage social media campaigns Research new potential opportunities Office Administration work with online software

## Boston

Company Name	Industry	Description	Sample tasks
Hosteling International	Hospitality	A market leading chain of International hostels characterized by stylish branding, and a successful business model. Students here are involved in the daily activities of the hostel and will gain insight into this successful business model.	Front desk and customer service support Analyze sales trends Lead activities
ISX World	Hospitality and Tourism	A tour company that specializes in tours for young people in New York and Boston, this placement gives students the opportunity to practice event planning, marketing and customer service.	Office administration Assist with tour planning and operations Answer customers questions Participate in weekly meetings
ROLA Languages	Education	One of Boston's premier language institutes provides students with the opportunity to interact with native English speakers who seek to learn a second language. The students also have the opportunity to work on a variety of special projects within the school, as needed.	Office administration Manage business and student contact database Analyze bank account statements and create spreadsheets Draft introductory emails and place calls to local businesses and schools in the area

Following its first season of the Career Preparation Activity, we are building our list of Boston host companies while we wait for the second group to complete their program and their testimonials. Watch this space!

## San Diego

Company Name	Industry	Description	Sample tasks
Media Arts Center: Digital Gym	Marketing	Independent cinema and media lounge devoted to engaging the community in self-expression through creative arts. There is a creative and flexible atmosphere offering a variety of different tasks for students.	Help develop online marketing campaigns Update and maintain the marketing database Event setup Design movie posters, web banners and images for promoting movies and festivals.
San Diego Women's Museum	Non-profit and Education	The Women's Museum aims to inspire current and future generations by educating them about the experiences and contributions of women through fascinating exhibits. The staff is welcoming, friendly and keen to host international students.	General administrative tasks Help to set up exhibits Assist in the museum shop Assist in planning of museum events
Residence Inn by Marriot	Hospitality and Tourism	Popular all-suite hotel with an excellent reputation and a great manager who is a very supportive, encouraging placement mentor.	Guest check in/out Welcome guests and respond to enquiries Answer telephone Assist in sales
Young At Art	Education	A delightful, private art school for children providing a fun, engaging placement environment and plenty of opportunity to practice English.	Assist teachers to set up activities for children Support teacher and students during classes.
Bread and Cie	Hospitality	A busy, welcoming restaurant and bakery with a friendly staff. This is an ideal place to practice and improve English skills, and meet lots of native English speakers.	Greet and welcome customers Take orders Prepare drinks and food Restock items Attend staff meetings

\*Placements are not to be considered employment or training in your area. We do not guarantee placements in specific areas or in specific companies.

Sample tasks as of April 2017