



## **Five Ways an Intern Can Contribute To Your Bottom Line**

### **1. Research & Analysis**

- Conduct case studies on similar projects.
- Research materials, sustainability strategies, and design trends.

### **2. Administrative & Organizational Support**

- Organize project files and documentation.
- Assist in scheduling meetings and taking notes.
- Help maintain the materials library and office supplies.

### **3. Marketing & Social Media**

- Contribute to the firm's social media accounts by posting project updates and design inspirations.
- Create blog posts or newsletters about architecture topics.

### **4. Client & Presentation Assistance**

- Help prepare presentation boards and reports.
- Gather inspiration images and references for design projects and organize concept sketches.

### **5. Site & Project Assistance**

- Accompany architects on site visits to document observations.
- Take photos and notes for project progress.
- Assist in organizing survey data.

By focusing on these tasks, interns can help free up your time, improve workflow, and contribute meaningfully to the firm's operations while they gradually learn technical skills along the way. Providing guidance to the next generation can take time, but, overall, in terms of the bottom line for a firm and depletion of mental ram, this is a bottom line positive.

**From AIA California, Working for You**  
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