

# Work at NATIONS!

## **Position: Administrative and Financial Internship**

**Application deadline:** September 22, 2025

**Start date:** October 1st, 2025

**Main Responsibilities:** Assist in the preparation and updating of financial and administrative reports. Organize and maintain cash flow spreadsheets. Create and analyze spreadsheets and charts to support management. Help review and organize financial and accounting documents. Provide support to the administrative team with ad hoc tasks.

**Requirements:** Currently enrolled in Administration, Economics, or Accounting. Advanced knowledge of Google Sheets. Strong organizational skills and attention to detail. Proficiency in English (reading and writing). Basic knowledge of accounting and/or finance is desirable. Data analysis and reporting skills are a plus.

**Internship Hours:** 08:00 - 14:00 (Monday to Friday)



**School of the Nations**  
Escola das Nações

## Equal Employment Opportunity

We provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by applicable laws.

All employment-related decisions, including hiring, retention, and promotion, are based solely on an individual's qualifications, performance, skills, and merits relevant to the job requirements.

We encourage people with a disability to apply.

## How to apply

Please send your résumé to our Human Resources department at [recrutamento.externo@edn.org.br](mailto:recrutamento.externo@edn.org.br) by September 22, 2025.

Please add the position you're applying for to the email subject.

## About us

We educate students to be world citizens based on standards of academic, bilingual and ethical excellence to develop their capacities to know, love and serve humankind.

We seek caring, dedicated professionals to contribute to our school community by making a difference in our students' lives.

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## The School

School of the Nations is an international, private, not-for-profit, coeducational, dual-language school. We are accredited internationally by New England Association of Schools and Colleges (NEASC), and nationally by the Secretary of Education of the Federal District. We provide a rigorous bilingual academic curriculum complemented by our moral education program, the arts, and sports. Moral education fosters students' understanding of the dynamic role they play in constructing a peaceful, just, and sustainable society. Students may take preparatory and university-level classes and earn the Brazilian, American, and AP Capstone® diplomas.

## Our History

School of the Nations was established as a place where children from different countries of diverse backgrounds could build a learning community where they could learn to live peacefully together as “world citizens” in a safe, healthy, happy environment while excelling academically through a challenging, college-preparatory curriculum enriched by values and ethics. Our Founders' vision became reality on September 1, 1980.

The school opened with only 17 students and three rented classrooms in the recently built Independent British Institute (IBI). By 1981, the School had grown to 37 students, and classrooms occupied an entire wing of the Presbyterian Institute in Lago Sul, Brasília. Over the next three years, School of the Nations would grow to serve nearly 100 students. In August 1987, the School, with its 140 students, moved to its current location, on a beautiful campus in a peaceful neighborhood in Brasília. In 2002, we inaugurated our second campus, just across from the first, to host our Early Childhood Education program for students from 2 to 6. Our community and school continue to grow. Today, School of the Nations educates over 700 students.

## Mission

School of the Nations strives to be exemplary among Brazilian and international schools for its commitment to world citizenship and for helping young people develop outstanding academic, ethical and spiritual qualities and a clear understanding of their roles in building a better world.

## Vision

School of the Nations educates students to be world citizens based on standards of academic, bilingual and ethical excellence to develop their capacities to know, love and serve humankind.

## Accreditation

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