

Internship at [Allstate – The Pacheco Agency](#)

This will be an entry level administrative position to introduce the intern to the workings of the property & casualty insurance world. It will include assisting with paperwork and making/answering calls to current customers. They will learn about how insurance works, how a small business works, and how office culture works. It will start at 2-3 days/week (depending on their school schedule) with a potential for full-time and/or a permanent position. We are a bilingual office - speaking Spanish is helpful but not required.