



Internship Description

Programming and Operations Intern

Washington D.C.

WHO WE ARE

The **World Affairs Councils of America** is a nonpartisan nonprofit organization dedicated to engaging the public and leading global voices to better understand the world, the United States' international role, and the policy choices that impact our daily lives and our future. Based in Washington, DC, WACA supports 90 World Affairs Councils across the United States and promotes their programs and educational initiatives for diverse, multi-generational audiences. We bring the world to classrooms and C-suites, and to conferences in the nation's capital and town hall-style forums in communities across the country.

POSITION SUMMARY

WACA is looking for a mission-driven Programming and Operations Intern. The Intern will report to the Office Manager and support the organization of our upcoming National Conference and other initiatives to support WACA and our Council Network.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Programming and Operations Intern will be responsible for contributing to our organization in the following ways:

- Assist event planning for WACA's 2021 National Conference
- Provide logistical support to and attend WACA's events
- Update supporter, prospect, donor and volunteer data as needed in WACA's CRM database
- Assist in the production and dissemination of online events for the general public and Council stakeholders
- Adhere to World Affairs Councils of America performance standards, employee policies, and procedures
- Support the Communications and Marketing Manager as needed
- Other duties as assigned

REQUIREMENTS

The successful candidate must be currently enrolled in an undergraduate or graduate level program or have graduated within the last calendar year. Candidates are expected to commit 20-25 working hours per week to the internship. Interns must be based in Washington, DC and will work at least two days per week in the office (interns will be on-site for WACA's 2021 National Conference, November 16-19, 2021).

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Ability to support event planning
- Prior experience with CRM databases
- Highly professional demeanor and ability to communicate clearly with a wide variety of stakeholders including Council leaders and staff, national Board Members, donors, volunteers, and professional consultants

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- Self-starter ability, taking initiative to tackle new projects and manage current ones with minimal supervision, handling multiple priorities and tasks to succeed in a deadline-driven environment
- Ability to maintain consistent, organized, and meticulous records
- Proficiency/experience with the Google Suite, Microsoft Office 365, Constant Contact and other communications/event-marketing services, and media-tracking and content-management platforms
- Integrity, trustworthiness, flexibility, compassion, and humor are necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change

TO APPLY

Please submit the following to waca@worldaffairscouncils.org by Friday, August 6, 2021:

- Resume
- Cover Letter

Due to the number of applications we typically receive, we are unable to acknowledge each applicant personally. Only those selected for an interview will be contacted; no phone calls, please.