



WORLD
AFFAIRS
COUNCILS of
AMERICA

Summer 2020 Programs and Outreach Intern

The World Affairs Councils of America is an independent, nonpartisan organization dedicated to engaging the public and leading global voices to better understand the world, America's international role, and the policy choices that impact our daily lives and our future. The WACA National Office fulfills its mission by sponsoring speaker programs for its national network of over 90 Councils; organizing and implementing an annual National Conference for its leadership and vast network of members; coordinating and implementing leadership missions overseas; organizing and hosting the annual national high school competition, Academic WorldQuest™; and other initiatives.

See our website, www.worldaffairscouncils.org, for more information about our organization.

Duties and activities encompass, but are not limited to, the following:

- Assist in management of all national education programs
- Develop and edit content for Academic WorldQuest™
- Assist in planning and organizing the Academic WorldQuest™ and National Conference events
- Assist in developing and carrying out social media outreach strategies
- Research and contribute content for twice-weekly network-wide newsletters
- Assist in developing branding strategies
- Assist in maintaining the website
- Update and maintain speaker database, shared drive, Council contacts, and Council directory
- Research potential donors and partners
- Help to prepare best practices operational papers for the Council system
- Assist with preparation for National Board meetings
- Perform projects on international relations and nonprofit management topics
- Work on special projects as needed
- Visit key institutions in Washington

The ideal candidate will possess strong computer skills, the ability to work independently as well as on a team, an excellent command of the English language, and strong writing skills. The candidate should be a voracious newsreader, possess a keen interest in foreign affairs, respond positively to constructive criticism, and have a desire to find creative solutions to complex challenges. Experience with website editing, social media, graphic design (i.e., Canva), and ConstantContact (or other mass emailing services) are a plus.

We seek a commitment of 30-40 hours per week. College credit can be arranged.

To apply, please submit the following by April 3, 2020 to rpastor@worldaffairscouncils.org:

1. A brief cover letter that addresses the qualifications listed above and lists your availability (hours/week and dates)
2. Resume/CV