



## Position

Internships, AAUW Leadership Programs

## Summary Description

[AAUW's Leadership Programs](#) seeks multiple full time or part-time interns for the Winter/Spring/Summer of 2012. The [American Association of University Women \(AAUW\)](#) is a national membership organization, founded in 1881. Our mission is to promote equity for all women and girls, lifelong education, and positive societal change. A minimum of 20 hours per week is strongly desired, and preference will be given to interns available on a full-time basis. Interns receive an hourly wage of \$8.25.

## Programs Intern Essential Duties

- Assist with leadership programs projects including the National Conference for College Women Student Leaders, Campus Action Projects, Student Advisory Council, \$tart \$mart, Elect Her and other AAUW branch programming;
- Attend various staff meetings and external events as a representative of AAUW;
- Develop content for the AAUW blog and Facebook pages, and write updates as needed regarding leadership programs activities for AAUW publications;
- Assemble and update program models for student and college/university activities, and women's leadership resources;
- Assist with the planning and ongoing outreach for the National Conference for College Women Student Leaders — a two-and-a-half day conference to help students hone leadership skills for their work on campus and in their communities;
- Answer requests from AAUW members regarding leadership programs issues, and tracking AAUW member activity on those issues;
- Other related activities as assigned.

## College/University Outreach Intern Essential Duties (graduate student preferred)

- Assist with the planning and outreach to colleges and universities throughout the country and the development of materials, tools, and correspondence including monthly e-newsletter to AAUW C/U Partner Members and e-student affiliates;
- Attend various staff meetings and external events as a representative of AAUW including staffing information tables as needed at events;
- Assist with assessment of current and lapsed AAUW C/U Partner Members ;
- Develop methods and resources for state/branch members to build relationships with local college/universities;
- Respond to inquiries about College/University Partner membership and answer requests from AAUW members;
- Assist with planning C/U Partner membership acquisition, renewal, and acknowledgement mailings and efforts;



- Apply knowledge of higher education to assist with future program development and initiatives;
- Participate in conference calls with the AAUW College/University Committee;
- Develop website content and blogs as they relate to C/U Partner membership;
- Other duties as assigned.

### Minimum Qualifications

- Interest in learning about women's leadership issues and the functioning of a national non-profit organization;
- Excellent interpersonal skills, professional demeanor, self-directed and independent, with a strong commitment to women's equity;
- Interest in working with colleges and universities nationwide;
- Advanced computer skills, including experience with MS Office programs, knowledge of the Internet, and familiarity with social networking sites;
- Experience creating and implementing marketing strategies for events/non-profit organizations highly preferred;
- Flexibility, creativity, and the ability to grasp new ideas quickly and manage change;
- Willingness to contribute ideas and feedback and to provide suggestions;
- Good research skills;
- Good sense of humor.

### To Apply

Please email cover letter, resume plus a 1-2 page writing sample and contact information for 2 references to:

[aauwjobs@aauw.org](mailto:aauwjobs@aauw.org)

Be sure to include **Leadership Programs Intern** in the subject line.

No phone calls, please.