



WORLD
AFFAIRS
COUNCILS of
AMERICA

Internship Description

Operations & Programs 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 Operations & Programs Intern. The Intern will report to the Operations and Programs Associate and support the organization of our upcoming Academic WorldQuest National Competition and other initiatives to support WACA and our Council Network.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Assist in the development of a curriculum for WACA's 2023 Academic WorldQuest National Competition
- Assist in the planning of WACA's 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
- 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 15-20 working hours per week to the internship. Interns can be remote during their internship or work in our Washington, D.C. office as preferred. The internship period will run from May to early September 2022.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Ability to support event planning
- Prior experience with CRM databases

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- 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
- 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, April 28, 2022:

- 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.