National Office Internship Opportunities

(10-16 hours/week)

Winter-Spring: January - May 2027

About Us

Based in Washington, D.C., the World Affairs Councils of America (WACA) is a nonpartisan nonprofit membership organization that supports, strengthens, and represents a national network of 90 nonpartisan organizations working to deepen their communities' global perspective.

The WACA office is located at 1100 Connecticut Avenue NW, Suite 625, Washington, D.C. 20036.

Learn more at www.worldaffairscouncils.org.

Role Description

WACA interns support the day-to-day work of National Office staff in particular departments. Interns will perform collaborative tasks to plan and facilitate WACA operations and programs. As a small office, there is a need for interns to reliably carry out assigned tasks while taking the initiative to proactively seek out work. WACA is seeking **4 interns** for the next cycle who will be assigned to specific departments aligning to the structure and needs of the organization. Interns will have a primary supervisor to gain professional experience and skills at a leading nonprofit working in the fields of global affairs and education.

Global Education and Events

1. Assist with the planning and implementation of annual events such as Academic WorldQuest, National Conference, Student Scholars, Council Leadership Meetings and other programming.
2. Support the review and implementation of Event Operational Guides including policies and procedures to ensure efficient workflow systems across the organization.
3. Coordinate with the Communications team to send event notifications while working with external vendors and making sure internal communications run smoothly.
4. Develop content and materials for global education programming and events.

Marketing and Communications

1. Assist with the development of branding strategies, website updates, social media copy, and newsletter content to be sent via MailChimp.
2. Create digital graphics and promotional materials for WACA programs, events, and initiatives.
3. Support event marketing through the design, production, and ordering of branded materials, signage, and promotional items, especially using Canva.

Membership

1. Update WACA Membership records, Council contacts, and the Council Directory.
2. Research potential donors, national associations, and resources to enhance the work of Councils.
3. Connect Councils to WACA benefits, training, and resources.
4. Assist in gathering WACA metrics to recognize and celebrate the work of local Councils.

Operations and External Relations

1. Assist with the research and creation tasks related to the maintenance of WACA's Speaker Directory, Diplomatic Missions Database, and Think Tank Database.
2. Maintain and expand the digital archives of the organization.
3. Support the building sustainable internal systems and documentation for current and future staff.

Qualifications

Required

1. U.S. Citizenship or authorization to work in the United States.
2. Current enrollment in an accredited undergraduate or graduate degree program or recent graduation from same (*within 3 years of the start of the internship*).
3. Strong communication skills in English, including copywriting and one-on-one conversation, evidenced by application materials and interview.
4. Ability to commit to a consistent, in-person weekly schedule (10-16 hours per week).
5. Commitment to support WACA's mission, goals, values, & strategic direction.

Preferred

A. Some part-time or full-time previous work experience, especially in a related field and/or non-profit organization.
B. Undergraduate junior or senior status; graduate school or recently graduated.
C. Major or academic focus area in a field related to WACA's mission and specific departments.

Helpful Skills and Abilities

- Organizational skills including the ability to prioritize assigned tasks, contribute to multiple projects simultaneously, and meet deadlines consistently.
- Ability to communicate well and collaborate with colleagues while maintaining a professional demeanor with external partners and stakeholders, especially with those of diverse backgrounds.
- Ability to safeguard sensitive information related to the organization and program participants.
- Intercultural competency as evidenced by prior work experience, study, or travel abroad.

Compensation and Eligibility

Interns will receive a payment of **$2,500** disbursed no more than 30 days after satisfactory completion of the internship. If applicants wish to pursue the opportunity for academic credit in partnership with their university, WACA will consider arrangements on a case-by-case basis dependent on the stated requirements and staff capacity. No other benefits are implied or stated.

WACA does not sponsor work authorizations for this position. Interns must have proper documentation establishing employment eligibility for the duration of the internship term.

Application: Winter-Spring 2027

Applicants should apply using the Google Form (Link) by Friday, November 20, 2026, at 12:00 PM ET. The form will ask for 1) personal information, 2) statement of interest, 3) current resume (limit 2-pages; 1-page preferred), 4) one recommendation contact. WACA plans to invite selected finalists for interviews in the first and second weeks of December 2026, with a preference to finalize agreements and initial paperwork before the new year.

For questions related to the internship application process, please contact Ben Hiromura, Global Education Manager at BHiromura@worldaffairscouncils.org.

EEO Statement: WACA is an equal opportunity employer. All qualified applicants will be considered without regard to any characteristic protected by law.