



United Nations Association
of the
National Capital Area

Program Assistant Internship

About the Program

UNA-NCA offers year-round unpaid internships to current students (undergraduates and graduates) and recent graduates. Both general program assistant positions and Global Classrooms DC program assistants are available.

UNA-NCA is now accepting Program Assistant applications for the 2017-2018 Academic Year (Fall and Spring semesters). Applications will be reviewed on a rolling basis.

UNA-NCA Program Assistant

20-32 hours/week

Program assistants will gain experience working in a small, non-profit environment and exposure to a variety of communications, membership, events, development, and general administrative tasks. This position is ideal for those interested in non-profit management and will provide hands-on experience as an integral member of the team.

***To apply, please email resume, cover letter, and hours of availability to andrew@unanca.org and include Program Assistant in the subject line.

Job Duties

Database/Membership Management

- Update and maintain UNA-NCA database and listserv.
- Assist with developing membership recruitment and retention strategies.
- Help contact new and current members to inform them about upcoming event and volunteer opportunities.

Communications

- Create and edit the weekly e-newsletter.

- Assist with maintaining and updating the UNA-NCA website.
- Help prepare press releases and other promotional materials.
- Help write, edit, and design newsletters, promotional/event materials and annual reports.
- Write articles about UNA-NCA or partner's events to be posted on website.
- Maintain UNA-NCA's social media presence by posting news and information on Facebook, Twitter, and LinkedIn.

Events/Outreach

- Help organize events, meetings and fundraisers, including securing speakers, locating venues, and managing registration.
- Assist volunteers and other organizations with event logistics.
- Assist with event publicity and outreach.
- Represent association at UNA-NCA and partner organization events.

Minimum Required Skills and Experience

- Detail-oriented and well-organized
- 1+ years' experience in an office setting, handling day-to-day administrative tasks.
- Strong written and oral communication skills.
- Customer service skills, especially via phone and email.
- Event planning experience.
- Strong research and writing skills and experience.
- Ability to work independently as well as a part of a team with minimal supervision while maintaining a "can-do" attitude.
- Previous experience working in a fast-paced environment, where handling multiple projects at once is a necessity
- Experience with Microsoft Word, Excel, Google Drive, and Google Calendar
- Experience with Adobe InDesign, Photoshop, Illustrator, and Premiere
- Database experience preferred

**This position is unpaid.

UNA-NCA Graduate Fellows Program Assistant

20-32 hours/week

UNA-NCA Graduate Fellows Program (GFP) Assistant:

The GFP Assistant will gain experience working in a small, non-profit environment. To some extent the responsibilities will be comparable to those of a teaching assistant in a graduate course at a local university. However, the GFP assistant will also gain exposure to a variety of communications and general administrative tasks. The GFP assistant will work under the supervision of the UNA-NCA Program Manager but be expected to work independently in close cooperation with UNA-NCA office staff and members of the GFP volunteer team – the GFP Director, the Sr. Advisor, and the Career Strategy and Mentoring Manager.

***To apply, please email resume, cover letter, a brief writing sample (1-2 pages) and hours of availability to andrew@unanca.org and include Program Assistant in the subject line.

Job Duties - Graduate Fellows Program Assistant

- Assist with promotion of GFP at DC area universities, including contacts with relevant departments and design and production of promotional material
- Review GFP applications, schedule and arrange interviews, assist review panel, and inform successful applicants of selection
- Assist in preparation of list of potential GFP mentors, and in matching mentors with GFP mentees; manage communications leading to final matches of mentors and mentees
- Create and manage GFP data bases, of past and current Fellows, current applications, potential and actual mentors
- Aid in design and implementation of GFP curriculum, especially reading lists

- Support creation and formatting/reformatting of other GFP-related documents (e.g. Fellows Memory book)
- Assist in managing classroom and other GFP event requirements and associated contacts with universities and partners
- Attend all GFP program sessions and other GFP events, including annual UNA-USA Global Leadership Summit for UNA members at the United Nations in NYC, and manage communications about them
- Maintain contact with GFP Fellows, and facilitate resolution of problems that may arise in their Fellowship
- Assist in design, implementation, and review of post-program survey of GFP participants
- Other duties, as assigned by the supervisor

**This position is unpaid, but volunteer hours or school credit is available.*