

PLEN

PLEN Program Assistant Internship

The Public Leadership Education Network ([PLEN](#)) offers premiere leadership and public policy programs for college women. Our mission is to increase the number of women influencing all aspects of the public policy process. We do this by focusing on college women, bringing them to Washington, DC for seminars throughout the academic year.

PLEN seeks qualified candidates for our Fall Program Assistant Internship. We offer a dynamic environment for interns to develop their professional skills, build their network, and gain experience working at a small nonprofit.

*This position is open to Fall or Year-Long candidates.

Responsibilities include:

- Assist with and coordinate aspects of planning PLEN seminars and workshops: logistics, delivery, and execution;
- Manage PLEN's scholarships process: process applications and necessary paperwork
- Prepare materials for seminars, workshops, and outreach events
- Support, attend, and promote PLEN events and seminars through social media, communications activities, and in-person events;
- Code, summarize, and present survey results for all PLEN's seminars;
- Maintain/order office and program supplies;
- Assist with fundraising letters/emails and donor mailings
- Promoting PLEN events and seminars through various outlets.
- Other duties as assigned

Qualifications:

- Excellent attention to detail;
- Ability to manage projects independently and readiness to assume a high level of responsibility as a member of a team;
- Excellent problem solving skills;
- Strong writing skills;
- Ability to work well in a small office environment;
- Ability to effectively communicate with a wide range of individuals and groups;
- Passionate about PLEN's mission;
- Enthusiastic and creative;
- Experienced with social media, editing, or blogging
- Familiarity with WordPress, Excel, Google products, Hootsuite, Canva, Facebook, Twitter, Adobe Photoshop, Illustrator, Sched and/or Salesforce.

To apply: Please submit a resume, cover letter, and writing sample (700 words) to plencareers@plen.org with "FALL 2019 Program Assistant Internship" in the subject line. No phone calls please.

Deadline: Open until position is filled. We encourage early application as screening will be conducted as applications are received.

Preferred start date: September 9, 2019 (or before). 15 to 20 hours/week

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Benefits: Stipend is available. PLEN encourages interns to attend events in DC during their internship and will be flexible to accommodate those that take place during work hours. Interns are expected to attend PLEN events when possible, including seminars, networking receptions, fundraising events, etc.