



Position Description: President's Office Internship

Partners of the Americas seeks a highly motivated, entrepreneurial and detail-oriented individual to work with the President's Office on special initiatives.

The President's Office is the executive, decision-making body of the organization that directs the growth of a sustainable, well-governed, and robust network of chapter volunteers, programs, and affiliated supporters. Interns for the President's Office will have opportunities to work directly with Partners' president & CEO and engage in experiential, self-directed learning projects.



Requirements

- Strong written and oral skills in English and Spanish (preferred)
- Exceptional attention to detail
- Ability to multi-task in a fast-paced, multicultural environment
- Proficiency in social networking
- At least 25 hours per week

APPLY

www.partners.net/partners-internships

Key Deliverables

- Attend internal and external meetings as requested and report back to the President's Office on findings
- Develop a solid understanding of the "Partners Network and its activities"
- Conduct research to identify unrestricted funding
- Produce and disseminate press releases, newsletters, web page and social media content
- Provide administrative support to the President's Office as
- Develop self-directed learning goals to measure progress and achievement