



PARTNERS *of the* AMERICAS

Connect • Serve • Change Lives

Position Description:

Communications and Membership Unit, *Membership & Development Intern*

Partners of the Americas seeks a self-motivated, creative, and knowledgeable intern to provide support to our growing membership network by developing new processes, tools, and resources that help the network connect internationally and execute effective development projects.

The Partners of the Americas network consists of volunteer Chapters, individuals, organizations, and higher education institutions that build lasting partnerships to serve and change lives in our local and hemispheric-wide communities.



Requirements

- Strong English and Spanish communication skills (reading, speaking, and writing)
- Strong interpersonal communication skills
- Knowledge of or ability to quickly learn computer and web-based programs
- Proven knowledge and experience of how to recruit members
- Understanding of principles of leadership development and volunteer service desirable
- Ability to multitask
- High level of motivation and ability to work independently
- Attention to detail;
- Must be a current undergraduate student, graduate student, or recent graduate
- Available at least 20 hours per week

Key Deliverables

- **Membership:** Track and analyze membership growth; continuously improve outreach strategies to members based on trends
- **Projects/Initiatives:** Create new and innovative projects and initiatives to engage our membership network and to recruit new members
- **Operations:** Logistically support and organize events and online virtual webinars as well as support with overall admin and logistical support as needed
- **Communications Support:** Assist in sending e-mails to members with digital materials and messages, creating and sending newsletters to members, keeping all member records updated on membership database, and actively engaging members on social media
- Become familiar with the vision and processes of the Partners network
- Develop self-directed learning goals to measure progress and achievement

APPLY