

Programs Team Intern

She's the First is seeking a part-time Programs Intern to work from our Manhattan office for the Fall semester.

Our interns will serve as primary aides to the 6 full-time staff members and also support the volunteer teams & committees within the organization. This is a proactive internship where your work and ideas have a direct, visible impact.

ESSENTIAL QUALITIES

- **Creativity:** You enjoy participating in brainstorming sessions (and take *great* notes)!
- **Energy:** It *radiates* from you and shines through in person and online.
- **Organization:** You have impeccable attention to detail – your life could be color coded and alphabetized.

(Yep, that spells CEO – you know how to take charge!)

We're also looking for:

- **A smart & spunky personality.** Professional and personable.
- **The ability to focus on goals & tasks at hand while also able to think big, long-term, & multitask.**
- **Excellent Google Apps, email, and social media skills.**
- **An entrepreneurial spirit.** You have the discipline and the drive to thrive in a startup environment. No task is too small for you, no challenge too intimidating.
- **Strong follow-up.** You keep projects on track with effective to-do lists & deadlines.
- The ability to work well both **independently** and as part of a **team**.
- **A social media evangelist:** You believe in the power of networks, online & offline, to turn simple, small ideas into big, groundbreaking movements & shape educational models that will have a life impact on someone.

Responsibilities:

You will be directly assisting the Chief Programs Officer and Programs Coordinator with the “front end” of She's the First. Your special focus will be on supporting our Global Awareness Program (GAP), STF Action Network, and facilitating our idea exchange program between donors and STF Scholars.

Our goal is to provide supporters with even stronger resources to maximize their fundraising power for girls' scholarships, to support their storytelling and communication with Scholars,

and to help them develop the skills to achieve their own personal firsts, too! You'll work closely with our staff and volunteer team to achieve this goal.

Duties include:

- Brainstorming, researching, and creating resources & templates for the Global Awareness Program (GAP) and STF Action Network
- Assisting with our idea exchange program and maintaining our Scholar database as needed
- Supporting our Campus Chapter program by assisting with Campus Chapter onboarding
- Assist with planning and coordinating logistics for other small events
- Stepping in to support the community of students & millennials hosting independent fundraisers for STF when necessary
- Being an excellent brand ambassador

Your Strengths:

- **Need-to-have:** Strong writing and research skills, fluency in the languages of Facebook, Twitter and Instagram, superior organization skills and a global mindset
- **Nice-to-have:** Graphic design, video production, data analysis skills

Relevant Majors:

All majors are welcome, but classes in International Relations, English, Journalism, Political Science, Women Gender Studies are a plus!

REQUIREMENTS

Time: We'll need you for **15-20** hours a week, at least two days a week.

Location: 590 Avenue of the Americas, Chelsea, NYC.

Education: You must be currently enrolled at a college or university to receive course credit.

Compensation: The Programs Intern will receive a stipend of \$350. We'll work with your college & university to make sure you receive college credit. Perks of the job include: Free entry to events that we host and the chance to represent She's the First at exclusive events or conferences we are invited to, and to sit in on meetings with our awesome partners, volunteers, and donors. Opportunity to strengthen your social media skill sets and leadership qualities.

APPLY

You don't want to write a boring cover letter, and we don't want to read it! Instead, send us your resume and a writing sample that shows off your creativity and superb ability to communicate. We'll schedule interviews as applications are received, so apply early!

Apply for this position by Monday, August 6th at <http://www.shesthefirst.org/internships/>.