



PAID INTERNSHIP

Summer 2012

Communications and Outreach Internship

The National Association of Schools of Public Affairs and Administration (NASPAA) is seeking a master's student in public administration, public affairs, or public policy for an intern/project assistant position for 10-12 weeks during Summer 2012, starting approximately June 1. (The internship has a flexible start and stop date to accommodate the student's academic calendar.)

The individual selected for this position will serve as a communications and outreach assistant. This presents a unique opportunity to experience the challenges of these areas in a nonprofit setting, while developing skills within the supportive structure and supervision of an internship.

Their primary responsibilities may include, depending on qualifications and interest:

- Reviewing and updating material on NASPAA websites.
- Developing new content for websites and electronic newsletter.
- Conducting outreach to NASPAA member schools regarding upcoming projects and events.
- Assisting NASPAA staff and NASPAA's Marketing Committee in its projects.
- Helping to develop communications materials and conduct outreach to non-U.S. schools of public affairs and administration.
- Other projects as assigned.

All projects will be done in consultation with senior staff.

The intern/project assistant position will pay \$12-14 per hour, depending on experience and student status, and can be part-time (20 hrs/week) or full-time (40 hrs/week). Applicants should ideally have completed at least one semester of a master's program in public policy, public administration, public affairs, or communications, but no specific concentration or specialization is required. International students may apply if they possess a visa that permits them to work. Recent master's graduates will be considered in special circumstances, and only if he or she can commit to completing the entire internship.

Qualifications include excellent written and interpersonal communication skills, strong web skills, enthusiasm for public service and public service education, and a desire to work in a non-profit and academically-oriented setting.

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NASPAA is located in downtown Washington, one block from the McPherson Square Metro station, four blocks from the White House: 1029 Vermont Ave NW, Suite 1100, Washington DC 20005.

To apply, please e-mail your **letter of interest** and **resume** to naspaa@naspaa.org, using the subject line "Application for Summer Internship: Communications". Please indicate whether you are interested in a part-time or full-time internship and how you learned of the position. No phone calls, please.

Review of materials will begin in February, but will continue until the position is filled. This internship is a time-limited position and does not include benefits. NASPAA is an equal opportunity employer.

www.naspaa.org