

Internship - Summer/Fall 2016

Position Description

The Federation of State Humanities Councils, the national membership association of the state humanities councils, seeks a highly motivated, mission-driven student intern with an interest in the humanities and public humanities programming. The intern would provide administrative support for staff, including building materials for an upcoming conference and assisting in maintaining member databases. Candidates who are organized, friendly, and looking to gain experience should apply!

Accepting Applications

Aug 18 - Sept 6

Internship Dates

Beginning Date: Mid September

End Date: Mid October

Compensation

\$10/hr

Schedule of Internship

We are flexible in arranging a set schedule and willing to discuss this with candidates that are selected for interviews. At least 2 days in the office per week is preferred. Approximately 15 hours a week in total.

Position Function(s)

The qualified candidate will assist the Federation in an administrative capacity:

- Respond to emails concerning general questions.
- Research member programs and information to update databases.
- Assist with development of event materials.
- Create and mail donation thank you letters.
- Provide ad hoc support to staff.

Documents

In addition to your resume, please provide a cover letter describing your relevant experience to this position.

Contact Information

Please email resume and cover letter to mcannon@statehumanities.org

Makenna Cannon

Administrative & Interim Events Coordinator

<http://www.statehumanities.org>