



Interns report directly to the intern coordinator but will work closely with all members of the ACYPL staff and may be asked to support program officers and staff in communications, development, and alumni outreach.

Principal Duties and Responsibilities

- Assist in coordinating logistics in the planning and implementing of exchange programs
- Prepare biographical summaries of participants
- Provide support while the delegations are in Washington, DC
- Maintain office files
- Assist with alumni communications
- Provide support for alumni, fundraising, and programmatic events
- Assist in other departments on an as-needed basis

Essential Candidate Qualities

The ideal candidate will be a college sophomore, junior or senior, working toward a B.A. or a B.S. in a related field (international relations, political science, public policy) or the equivalent in experience. The ideal candidate will exhibit discretion and decorum, be a highly motivated self-starter with strong communication and organizational skills, and will pay close attention to detail. He or she must be a team player with the ability to follow through on long term projects. Fluency in spoken and written English is required. Previous experience with Word, Excel, and email systems required.

Other details:

- **Fall 2023:** August – December (flexible)
- **Spring 2024:** January – April (flexible)
- **Summer 2024:** June – August (flexible)
- **Fall 2024:** August – December (flexible)
- Hybrid

As an Intern, you are committing to volunteer at ACYPL. As a volunteer, your position is unpaid, however, you are eligible to receive a travel stipend for up to \$80 per month for public transportation necessary to travel to ACYPL's offices. Summarized below are the terms and conditions applicable to this offer.

According to the Fair Labor Standards Act (FLSA), your Intern position with ACYPL is a volunteer opportunity and not considered an employment position with ACYPL. The FLSA exempts certain people who volunteer to perform services, freely and without anticipation of compensation for non-profit organizations. Students can earn academic credit for their participation in our ACYPL Internship. Please contact your school to determine the number of credits you will receive before applying.

ACYPL is an equal-opportunity employer and a vaccinated workplace.