Mansfield Center Women’s Leadership Initiative Internship

The Maureen and Mike Mansfield Center, the Rocky Mountain West’s premier center for Asia relations and ethics in public affairs, is looking for a motivated and hardworking intern to support the University of Montana’s Women’s Leadership Initiative. Interns will work closely with Presidential Leadership Fellow and Mansfield Center Associate Director Deena Mansour to support the inaugural cohort of the Women’s Leadership Initiative. This Initiative seeks to create a supportive network to develop the leadership capacity of University of Montana female faculty, administrators, and staff.

Job Duties and Responsibilities:
• Research past and present leadership and women’s leadership initiatives nationwide and compile reports on both successful and unsuccessful strategies
• Assist with Initiative communication and outreach, including through print, email and social media
• Assist with coordinating Initiative logistics as needed, including scheduling and reservations

Qualifications:
• Experience with both online and offline research methods
• Excellent communication and writing skills
• Ability to work independently
• Interest in leadership development and community development

Compensation:
This is an unpaid or work-study internship for 5-10 hours a week that offers extensive experience. Academic credit is available if desired. The Mansfield Center is willing to work with interns to tailor the internship to meet their academic needs.

Dates of Internship:
One semester to one year

To Apply:
Resumes, references, availability and a writing sample should be emailed directly to Caitlin Sager at caitlin.sager@mso.umt.edu.

Deadline for Applications:
Applications accepted on a rolling basis