PAID INTERNSHIP ANNOUNCEMENT

Internship – Communications and Public Service Education

Summer 2019

This is an exciting internship opportunity, ideal for a graduate student interested in global higher education, accreditation, and/or nonprofit communications.

The Network of Schools of Public Policy, Affairs, and Administration (NASPAA) is a nonprofit association in Washington DC, dedicated to ensuring excellence in public service education and promoting the ideal of public service. We are a membership association of over 300 graduate education programs in public administration, public policy, and public affairs located across the US and around the globe. NASPAA is also the accreditor of master’s degree programs in these fields.

NASPAA is seeking a graduate student in fields such as public policy, public administration, nonprofit management, communications, or similar for an internship position for approximately 12 weeks during Summer 2019, starting in May. Students in master’s or doctoral programs in related fields are also encouraged to apply.

Primary responsibilities are expected to include:

• Develop communications products and manage feedback for NASPAA’s Standards Colloquium, a ten-year strategic look at the values, curriculum, and purpose of public service graduate programs around the globe. NASPAA-accredited schools must vote to approve any standards and need access to relevant information to make those decisions. The intern will assist in developing a plan of the most effective messaging and strategies to share information, particularly through NASPAA’s new website and through social media. The intern will also assist in establishing a process for reviewing and analyzing public comment on specific proposed changes.
• Evaluate and improve communications with regard to the redesign of the accreditation portions of the NASPAA website at naspaa.org/accreditation.
• Draft globally literate communications plan and/or products to support development of potential new members and accreditation applicants.

Additional communications projects could be offered depending on the applicant’s experience and interests. The individual selected for this position will assist the NASPAA staff in supporting and enhancing programs and services for the association’s members; he or she will work directly with senior staff who will provide direction and supervision.

The intern/project assistant position will pay $15-18 per hour, depending on experience and student status, and will be full time (30-35 hrs/week). Fellowship arrangements for doctoral candidates will be considered.

QUALIFICATIONS

Applicants should have:
• Completed the equivalent of at least one semester of a master's or doctoral program in communications, public policy, public administration, nonprofit management, or a related field.

• High level of cultural competency in order to interact positively and send appropriate messages to academics from around the globe. Experience with global communications a plus.

• Understanding of the UN Sustainable Development Goals, and nonprofit communications surrounding these values.

• Excellent oral communication and writing skills.

• Facility with web communications and social media, as well as graphics and visual modes of communication.

• Strong technology capacity and ability to explore new technologies and software.

• Strong administrative capacity to track multiple aspects of project planning.

• Capacity to research and propose solutions.

• An interest in public service education, higher education, and/or the values orientation of public service education.

• A desire to work in a non-profit and academic-oriented setting and confidence in dealing with academics and government professionals.

NASPAA is located in downtown Washington, one block from the McPherson Square Metro station and four blocks from the White House.

Application Deadline

The deadline is rolling. We will start considering applications immediately, but applications will be accepted until filled. The posting on publicservicecareers.org will be removed once the position is filled—otherwise potential applicants should assume the position is still open. This internship is a time-limited position and does not include benefits. International students may apply if they possess a visa that permits them to work in the US. NASPAA is an equal opportunity employer.

Application Process

Please e-mail your letter of interest and resume to projectassistant1@naspaa.org, using the subject line “Summer Communications Internship”. A list of references will be required from candidates selected as finalists.

accreditation.naspaa.org