

IMPACT JUNKIE INTERNSHIP PROGRAM

Impact Junkie want to make it possible for those who want to take their impact to the next level. We are looking for interns who are wanting to use their superpowers- talents & abilities- to help create sustainable solutions in the world & looking to broaden their skill set in a professional environment.

Those who wish to participate in the internship program will gain experience related to their area of study and/or expertise. Through this internship program, students enrolled in college can also earn academic credits that can fulfill internship, or experienced education based credits in various areas of study. Credits are earned through completion of assignments associated with projects assigned and fulfillment of role responsibilities. Descriptions of duties may vary across areas of need and can be negotiated to fit specific requirements for your respective institution. *Please note that commitment time of internship depends on project area and hours required for academic credit.*

Intern Requirements & Qualifications

- High school degree or equivalent; *must be enrolled in an accredited university/college program to receive credit*
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Excel) & Google Drive
- Must be 18 years of age or older
- Lover of people & changing the world
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Must be in good standing in moral circumstances

How Do I Apply? Application Procedure

Interested individuals must apply online and encouraged to apply by the given deadline. Any submissions received after the deadline may be considered on a continual basis. The application also requires:

- Resume
- Unofficial transcript (if internship is for college credit)
- 2 references

Fill out application here- <https://form.jotform.com/impactjunkie/internship-application>

Application Deadlines *These application deadlines are kept to align with university semester dates. However, internship dates are negotiable but not application deadlines*

Internship Semester	Semester Dates (Can be negotiated)	Application Deadline (non negotiable)
Semester One (12 weeks)	Jan. 22- April 27	December 15th
Semester Two (10 weeks)	May 30 - August 8	April 15th
Semester Three (12 weeks)	Sept.10 - Dec. 3	August 15th

Internship Positions Available

General Intern

General Job Description

- Answer inquiries, direct calls, and provide basic company organization information
- Assist in preparing information and research materials
- Sort and manage files
- Take notes and memos during meetings
- Type documents, drafts, and reports
- Manage databases and input information, data, and records
- Respond to web correspondence, social media posts, and emails
- Attend at least one weekly team meeting
- Help direct volunteer teams & recruitment

Project Intern

Impact junkie is looking for a qualified intern to join our projects team. This intern should be prepared to work remotely and participate in building an impact project for a domestic or global area. This position will give an intern the opportunity to gain broad experiences in research and project management for upcoming impact projects.

- Assist project manager with completing needs assessment for project
- Complete thorough research on location and presented needs to define scope
- Resource planning
- Participate in project meetings and data gathering session
- Provide updates on projects to management team
- Creating mark-ups for information distribution for recruitment for trips
- Work with other interns in areas such as marketing, member management, and social media to promote project and/or trip
- Time commitment will average about 6-8 hours/week.

Majors and/or Experience (but not limited to)

Public Health, Sociology, Psychology, Education, Communication, Global studies, Social/cultural studies

Marketing & Communications Intern

Impact junkie is looking for a qualified intern to join our marketing & communications team. Our marketing team aims to grow & stabilize our community with various marketing methods. Interns should be prepared to use creativity to engage the community and help bring in new members to the community through various marketing methods. Interns will finish the internship experience having gained the marketing skills in a cutting edge organization through creating campaigns, engaging with community-based organization, gaining a network to help them in future endeavors, and a portfolio for the work they completed.

- Assist in the creation of (examples mock-ups, e-mail campaigns, on line promotion)
- Assist in the distribution marketing materials
- Collaborate with other interns in projects and social media
- Provide support to social media efforts
- Data entry & organization
- Prepare presentations for meetings & phone calls
- Any area of public relations possibilities
- Some web design preferred but not required
- Time commitment will average about 6-8 hours/week.

Majors and/or Experience (but not limited to):

Marketing, Sales, Advertising, Computer Science, Mathematics, Statistics, Public Relations

Social Media Intern Impact Junkie is looking for a qualified intern to join the social media team. Our social media team aims to help engage our current social media community while adding to our social media footprint. Interns should be prepared to engage all social media platforms on a weekly basis and help take them to the next level. Strong skills in most social media platforms & creating social media campaigns. Interns will finish the internship experience having managed a large social media base, and a portfolio for the work they completed.

- Monitor and post on blogs, forums, and social networks
- Online outreach and promotion using various social media platforms
- Collaborate with other interns in projects and marketing to ensure communication
- Some web design is preferred, but not necessary
- Managing merchandise advertisement through social platforms
- Time commitment will average about 6-8 hours/week.

Majors and/or Experience (but not limited to)

Marketing, Business, Communications

Creative Writing Intern

Impact Junkie is looking for a qualified intern to join the creative writing team. Our creative writing team aims to produce high quality content with a personal, authentic touch while showcasing work in a humanitarian organization. This includes content writing in our awareness box, emails, blog, and other website & social media needs. Interns will finish the internship experience having developed content for humanitarian efforts, participated in editing/proofing process, and a writing portfolio for the work they completed. ***Writing Samples must be included with resume for consideration.***

- Good writing skills a must!

- Ability to create content for various subjects in a timely manner
- Familiarity with blog content & writing
- Able to maintain organization of writing materials
- Able to work with a team of editors & proofreaders
- Writing web content
- Writing for email campaigns & other emails to IJ community
- Time commitment will average about 6-8 hours/week.

Majors and/or Experience (but not limited to)

Writing, Journalism, Communications

Epic Trips Intern

Impact Junkie is looking for a qualified intern to join the epic trips team in an administrative role. Our epic trips teams aims to organize domestic and international trips with other coordinated efforts with partner organizations. The epic trips teams works closely with the projects team in developing data, trip information, and recruiting for trips alongside the Trip Coordinator. Strong skills in trip management, organization, and able to communicate detailed information in a timely manner. Interns will finish the internship experience with have a diverse knowledge of international humanitarian projects, ability to organize groups of people, and organization of large projects to execution.

- Organization of data & information provided by the projects team
- Ability to research travel information & gather the best results for display
- Travel experience is preferred
- Ability to use databases to help recruit for trips
- Any other administrative tasks as needed