



Title: Administrative & Systems Intern, Fund for Education Abroad

Job location: Remote, with the option to work in-person if located in Washington, D.C.

Start date: August 2021

Stipend: \$1,500

Hours: Approx. 20 hours/week; August - December

Contact: Lyndsi Jones, ljones@fundforeducationabroad.org

The mission of the **Fund for Education Abroad (FEA)** is to provide scholarships and ongoing support to students who are underrepresented among the U.S. study abroad population. FEA makes life-changing, international experiences accessible to all by supporting students of color, community college, and first-generation college students before, during, and after they participate in education abroad programs. FEA is an independent non-profit organization that is not affiliated with any one provider or institution.

Description of the Internship

The **Administrative Internship** position is essential to the organization's continued growth. The intern will assist the Executive Director and Program Manager to answer phone calls, respond to general inquiries, approve FEA scholars' blog posts, refine organizational systems and processes, and assist in other tasks as needed. The intern will also assist in note-taking and organization for Board of Trustees meetings, Access Advisory Board meetings, and more. The intern will get hands-on experience in platforms such as WordPress, WizeHive, Constant Contact, Donor Perfect, and more.

Major benefits for the intern include gaining important knowledge of nonprofit administration, access to training in marketing, communications, and fundraising, and a network of committed professionals across international education, philanthropy, and other fields. Because FEA is a small non-profit with two full-time staff members, interns will get hands-on experience in a variety of areas and will have the opportunity for meaningful involvement in shaping the direction of the organization.

FEA believes strongly in the principle of providing interns with clear expectations, useful evaluation, and flexibility to explore their professional interests. FEA expects this position to provide the intern with relevant skills and training as well as important feedback.

Responsibilities

- Answering general inquiry phone calls and emails regarding FEA's scholarship application
 - Approving and tracking scholars' blog posts on the FEA website
 - Drafting blog posts as part of the FEA Resource Series for students
 - Posting to FEA's social media platforms using CanvaPro
 - Researching systems that could benefit FEA's internal organization and project management
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- Coordinating the physical mailing of scholarship flyers to over 1000 universities, colleges, and study abroad providers in the US
- Assisting in the production and planning of FEA's fall events
- Other tasks as needed

Required Skills:

- Strong organizational and research skills
- Excellent oral and written communication
- Professionalism when dealing with clients and colleagues
- Attention to detail
- Facility with Microsoft office
- Passion for education and equity
- Ability to work with minimal supervision

Bonus Skills:

- Knowledge of other countries or languages
- Travel and cultural background
- Interest in nonprofit management, marketing, and customer service
- Ability to work on several projects at one time, to work under pressure, and to meet deadlines
- Commitment to increasing access for underrepresented students
- Adaptability and flexibility--and a sense of humor!

To Apply:

Please send your resume, two references, and a cover letter to jobs@fundforeducationabroad.org (please include "FEA Admin Internship" in the Subject Line).
