



**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:** January 31, 2022 (flexible)

**Stipend:** \$1,500

**Hours:** Approx. 20 hours/week; January 31 – May 6

**Contact:** Lyndsi Jones, [ljones@fundforeducationabroad.org](mailto:ljones@fundforeducationabroad.org)

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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, Constant Contact, Canva, 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
  - Managing FEA's social media platforms and drafting posts using CanvaPro
  - Drafting blog posts as part of the FEA Resource Series for students
  - Assisting in the production and planning of FEA's annual events
  - Other tasks as needed
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**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
- Cross-cultural communication
- 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](mailto:jobs@fundforeducationabroad.org) (please include "FEA Admin Internship" in the Subject Line).

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