

Title: Scholarship Programming Intern, Fund for Education Abroad

Job location: Remote

Start date: January 31, 2022 (flexible)

Stipend: \$1,500

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

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 **Scholarship Programming Internship** was created to assist in coordinating the scholarship application and review process. The intern will assist FEA's Program Manager to assign applications to reviewers, double-check applicant eligibility, identify FEA scholarship finalists, review applications when needed, and attend Scholarship Committee meetings (as scheduling allows). The intern will work directly with platforms such as WizeHive, CanvaPro, Constant Contact, 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.

Key Responsibilities:

- Assisting FEA's Program Manager in the scholarship application and review process
 - Utilizing WizeHive's application management software to assign applications for review
 - Communicating with application reviewers and answering questions about the review process
 - Reviewing scholarship applications and checking eligibility requirements
 - Other tasks as needed
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Required Skills:

- Interest in scholarship management
- 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 (please include "FEA Events Internship" in the Subject Line).
