



POSITION TITLE: Summer Intern

LOCATION: Remote

SUPERVISOR: Sr. Director of Member Experience

STATUS: Unpaid – 6 weeks; in lieu of financial compensation, interns will receive a detailed resume and LinkedIn description, a personalized LinkedIn recommendation, a \$100 gift card to Purple & Pearls + 20% staff discount and will be paired with an alumna in a related career field for ongoing mentorship.

OFFICE HOURS: 5-10 hours per week

APPLICATION DEADLINE: May 10, 2024

SUMMARY OF POSITION

Tri Sigma NHQ is seeking undergraduate members or alumnae in graduate school to serve as 6-week interns, beginning in June. This opportunity offers collegiate members valuable professional experience by working both independently and in collaboration with NHQ staff and other members within the intern cohort.

DUTIES & RESPONSIBILITIES

- Work collaboratively with staff to assist with and execute tasks related to one or more of the following functional areas: education & training, marketing & communications, collegiate & alumnae member experience.
- Research topics related to the assigned functional area and report findings.
- Participate in conference calls, webinars, or other means of communication as needed.
- Attend all training and professional development opportunities as directed by their supervisor.
- Other projects and tasks assigned.

QUALIFICATIONS & KNOWLEDGE

- Must be a collegiate member pursuing a bachelor's degree.
- Undergraduate leadership experience a plus.
- Must be a self-starter; highly organized and detail oriented with the ability to manage multiple projects simultaneously.
- Must possess excellent written, verbal, and interpersonal skills. Must be proficient with Microsoft Office products. Experience with Canva, Adobe Creative Suite, or similar platform a plus.
- Academic pursuit related to one of the three defined functional areas is preferred.