



The Institute for Education Internship Application

www.instituteforeducation.org

About the Organization

The Institute for Education (IFE) is a nonprofit organization committed to engaging the global community to harness the power of soft diplomacy, innovation, and technology. We partner with diplomats, entrepreneurs, technologists, journalists, and leaders from across the political spectrum to promote bipartisanship, foster Washington DC culture, and encourage the technology in government movement.

Expectations of an Intern

IFE is a small organization and interns are an integral part of ensuring that our programs and events run smoothly. IFE offers interns unique opportunities to experience the DC political scene, meet Ambassadors from around the world, and interact with the thought leaders of today. It is therefore paramount that interns are able to conduct themselves in a professional manner, virtually and while working at events.

We are seeking highly-motivated individuals, who are comfortable working independently while communicating with a team. We expect interns to have consistent follow-through and meet strict assignment deadlines. Although most of the intern responsibilities will be consistent, there will be times when interns will be given an urgent task to be completed the day of. IFE sometimes holds intimate events, where interns will be expected to act as hosts or servers. This is a unique opportunity to engage with very high-profile individuals directly. We love initiative and IFE offers great flexibility if you are interested in trying new roles and working on a variety of projects!

We ask that each applicant be able to commit a minimum of 10 hours a week to the internship for a full semester, although some weeks will be busier than others. As IFE hosts high-profile events and announces the dates far in advance, interns will be expected to assist. If an intern has a scheduling conflict, they must notify IFE leadership at least two weeks in advance. IFE also hosts team meetings and social events throughout the semester. Interns have the opportunity to meet and engage with IFE's wonderful team and broad network of leaders.

If you are interested in applying to the Institute for Education, please attach a cover letter, resume, and answers to the questionnaire below. We look forward to hearing from you!

Questionnaire

Which position are you applying for?

What is your class level and what are you studying?

Why do you identify with the Institute for Education's mission?

What do you want to learn through an IFE internship? How will an internship with IFE improve your professional aspirations?

Open Positions

Editing Intern

The Institute for Education hosts many events across DC covering the latest news in politics, the economy, and technology. While these events are always well attended and successful, there are many avid followers and supporters of IFE who are unable to attend in person. It is therefore crucial that we keep our website and monthly newsletters up to date.

We are seeking a skillful intern with a strong background in professional writing, grammar, and syntax. An ideal candidate should have experience writing in a variety of forms, including articles and informal blogs. Applicants should be comfortable working independently with minimal guidance and tight deadlines.

Responsibilities

- * Write and compose the monthly newsletter in coordination with the IFE team
- * Edit and update articles for IFE's webpage
- * Identify and present key takeaways from IFE events
- * Research various topics as directed to by the Intern Manager
- * Assist Program Directors by preparing for and working at high-level events
- * Connect with and respond to the IFE team on Slack
- * Send weekly summaries to the Intern Manager of completed and ongoing tasks

Social Media Intern

Over the past year, the Institute for Education has bolstered its social media presence and increased its media exposure. We are looking to further grow IFE's following and better connect the public to the takeaways from our exclusive events.

We are seeking an intern who has a strong familiarity with the digital media landscape across platforms. An ideal candidate should be able to consistently generate content and analyze responses to maximize effective exposure.

Responsibilities

- * Coordinate with the Social Media Director to generate daily content that connects to IFE's mission and programs
- * Monitor social media trends across platforms to optimize engagement

- * Manage content and accounts on Twitter, Facebook, Instagram, Flickr, and Canva
- * Connect with and respond to the IFE team on Slack
- * Send weekly summaries to the Intern Manager of completed and ongoing tasks

Tech in Gov Intern

The Institute for Education has focused on innovation in government since 2013, working with White House Presidential Innovation Fellows and former U.S. Chief Technology Officers. In January 2017, the Institute for Education formally launched its Tech in Gov program to build bipartisan support for the amazing innovation already happening in the federal government.

We are seeking an intern who is aware of and engaged with the technology in government movement. An ideal candidate should have research and writing experience, as well as a desire to sharpen their event planning skills. Applicants should be proactive and comfortable working with a small team.

Responsibilities

- * Assist with planning and managing Tech in Gov events
- * Research various topics as directed to by the Tech in Gov Program Director
- * Coordinate with the Social Media Director to post content relevant to the Tech in Gov Program
- * Interact with diplomats and leaders of the technology in government movement as a representative of IFE
- * Connect with and respond to the IFE team on Slack
- * Send weekly summaries to the Intern Manager of completed and ongoing tasks