



The American Association for Access, Equity and Diversity and The Fund for Leadership, Equity, Access and Diversity Internships

The American Association for Access, Equity and Diversity (AAAED) and the Fund for Leadership, Equity, Access and Diversity (LEAD Fund) offer substantive programs designed to give undergraduate and graduate students interested in such fields as equal opportunity, diversity and inclusion, affirmative action, civil rights, EEO law, nonprofit development, human resources, web communications, event management, public affairs and public service, real-world work experience in the policy, practice and nonprofit management fields. The program provides interns the chance to increase their knowledge and awareness of the above issues, enhance their understanding of the way nonprofits work, and observe the legislative and administrative processes of our federal government. Interns are fully integrated into staff activities and involved in membership services, development, web content, training delivery and communications work.

AAAED/LEAD Fund interns work out of our office in downtown Washington, D.C., easily accessible by Metro or several bus lines. Internships are for a length of one school semester or the summer. Start and end dates are flexible to accommodate school schedules and we require a 20-hour minimum weekly commitment.

Spring 2016 interns: Internship February 1 to May 27, 2016; Application Deadline January 15, 2016

Summer 2016 interns: Internship June 1 to August 26; Application Deadline April 15, 2016

Some positions are available immediately.

Core Intern Responsibilities

AAAED:

- Assisting with our Web page and Social Media sites
- Writing articles for the AAAED blog
- Tracking legislation and litigation related to key issues
- Monitoring media coverage of EEO/Diversity and Affirmative Action issues
- Attending meetings as assigned
- Helping to coordinate events
- Attending congressional hearings and briefings
- Occasional administrative work
- AAAED Membership services
- Assisting with the AAAED Professional Development and Training Institute

LEAD Fund:

- Conducting on- and off-line research to support LEAD Fund staff
- Occasional administrative work
- Drafting fundraising proposals
- Assisting with the coordination of LEAD Fund trainings, meetings and educational conferences
- Assisting with the publication and dissemination of research studies

Minimum Qualifications

Applicants should have strong writing skills, a desire and ability to work with diverse groups of people, ability to work collaboratively, the ability to multitask, and a strong commitment to social justice issues. They should be enrolled in a four-year college or university or in graduate/professional school. The internship pays a small monthly stipend.

How to Apply

Interested individuals should email a cover letter detailing their interest in The AAAED/LEAD Fund Internships and include a resume and short writing sample (no longer than three pages) to: aaaexecdir@gmail.com.

Please note: we are unable to accept phone inquiries or unscheduled interviews.

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