****

**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 15-20-hour minimum weekly commitment. There is a monthly stipend of $500.00.

**Fall 2018 Interns**: Internship September 10 to December 21, 2018; Application Deadline, August 31, 2018.

**Spring 2019 interns**: Internship January 14 to May 31, 2019; Application Deadline December 21, 2018

**Summer 2019 interns**: Internship June 10 to August 30, 2019; Application Deadline April 19, 2019

**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.

**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:

[officeadmin@aaaed.org](mailto:officeadmin@aaaed.org) or [officeadmin@gmail.com](mailto:officeadmin@gmail.com).

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

071718