



Overview of Various Internship Descriptions with the UN Association of the United States of America, San Diego Chapter (UNA-USA San Diego)

REQUIREMENTS

We are seeking highly motivated self-starters with ability to follow through on both long- and short-term tasks to gain experience working with a nonprofit. Prior internship experience is not a criterion we do however require our Interns to possess strong work ethic and willingness to learn. A potential Intern should be comfortable working independently with minimal supervision and able to work in a team setting.

Basic computer skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint), are essential. Applicants must have excellent writing and oral communication skills, strong research skills, and knowledge of the Internet. We encourage creativity, innovation and proactivity. We offer a chance to develop or expand on the Intern's leadership skills.

COMPENSATION

This is an unpaid internship. We encourage the applicant to use this internship to gain course credit or to seek sources for "work-study" grants should a non-paid internship be of any hardship.

INTERNSHIP DESCRIPTIONS

Advocacy & Legislation Coordinator

[Reports directly to Director of Development and President/CEO]

Goals & Expectations

- Implement an advocacy project (promotes SDGs, works of the United Nations and UNA-USA specific focus)
- Submit proposal on strategies to develop Advocacy & Legislation Committee to fully benefit the mission of UNA-USA San Diego
- Build on the advocacy "handbook" that includes standard procedures, templates, and tips by adding specific information to San Diego Political/Legislation Offices
- Update/maintain database of Political Office Holders with most current information on representative, contact information and respective "score cards" of current representative
- Build rapport with current legislation and continue frequent visits to respective offices
- Build rapport with local community to find support on advocacy initiatives

Responsibilities

- Maintain "advocacy" presence at all UNA-USA SD sponsored and co-sponsored events
- Brainstorm strategies to further the reach of Advocacy & Legislation Committee
- Chapter Point of Contact in advocacy coordination with National Office and implement national advocacy projects, activities, etc. in the local San Diego community



- Research/create advocacy publications, petitions, articles, updates, etc.
- Maintain strong social media presence with focus on advocacy
- Build rapport with current legislation by
 - Meet with Political Office Holders in San Diego
 - Discuss advocacy subjects with Political Office Holders in San Diego
 - Attend public meetings with Political Office Holders in San Diego
- Build rapport with local community
 - Survey/Educate and find support on advocacy initiatives

Membership/Outreach Coordinator
[Reports directly to President/CEO]

Goals & Expectations:

Develop and implement programs, projects and activities designed to increase and retain membership in UNA-USA San Diego. Represent UNA-USA San Diego in its relationships with numerous external (i.e. community partners) and internal (i.e. committees) constituencies.

Responsibilities:

- Develop and implement strategies for sustainable membership growth and retention
- Engage with members by personally reaching out to each member specifically assessing their interest in the organization and future events
- Assist with planning and implementation of weekly events of committees and other annual membership meetings (i.e. monthly Roundtable discussion) to ensure events meet members' need
- Initiate and foster collaborations with community organizations (NGOs, Non-Profit, For Profit)
- Manage all inquiries to membership and resolve discrepancies by working closely with the National Office in Washington, DC

Development Coordinator
[Reports directly to Director of Development]

Goals & Expectations:

- Research grant/sponsorship opportunities and create proposals for submission
- Implement/Maintain online Fundraising Campaign(s)
- Seek partnerships with local organizations for collaboration efforts
- Work closely with all committees/working groups to ensure 'common branding'

Responsibilities:

- Database Management
 - Create/Manage/Maintain database of all San Diego organizations and track our collaborations efforts (past, present, future)



- Maintain media distribution (local and national) email lists and point of contact information
- Development
 - Conduct grants research; manage grants, sponsorship, and donor databases
 - Assists with Grant writing
 - Maintain and monitor online fundraising activities
 - Analyze trends in UNA-USA SD's online fundraising
 - Research and monitor different development opportunities
- Management
 - Profile all relevant organizations in San Diego county (community mapping)
 - Assist in developing and implementing strategies to increase UNA-USA SD's reach/visibility in the San Diego community
 - Assist in developing and implementing strategies to increase collaborations
 - Assist in developing and implementing marketing strategies

Global Classroom Coordinator

[Reports directly to Global Classroom Chair]

Goals & Expectations:

- Obtain at least one school for Classrooms Without Borders Program
- Obtain at least one school for Classroom Outreach Program
- Obtain maximum amount of attendees (15) for Adult MUN

Responsibilities:

- Classroom Without Borders
 - Assist in logistically planning and executing the Classrooms Without Borders High School and middle school kick-off
 - Conduct regular research to ensure programs stay current
 - Provide feedback/input on improving program
 - Attend Classroom Without Borders program meetings
- Classroom Outreach
 - Teach ERC curriculum onsite
 - Conduct research on potential schools to market program to
 - Brainstorm strategies to market Classroom Outreach program
 - Compose reports analyzing the success, failures, and providing recommendations to improve the Classroom Outreach program
 - Attend Education Committee Meetings
- Model UN
 - Assist in logistically planning Adult MUN Conference and Training Day
 - Attend MUN Committee meetings



Marketing & Communication Coordinator

[Reports directly to Manager Marketing & Communication]

GOALS & EXPECTATIONS

Develop and implement specific marketing initiatives to advance reach and branding of the entire organization based on the mission of UNA-USA San Diego in advocating, mobilizing and influencing legislation regarding the invaluable work of the United Nations. Serve as backup support to office manager when required.

Responsibilities

- ✓ Develop and implement strategies for sustainable initiatives to engage meaningfully with membership and foster future collaborations/partnerships with local organization
- ✓ Manage and establish social media marketing tools to advance name recognition of UNA-USA San Diego within Greater San Diego and beyond
- ✓ Build meaningful and lasting relationships with diverse media outlets locally and nationally
- ✓ Research, Analyze and Share with UNA-USA San Diego local and international subjects pertaining to UN/ECOSOC Development Agenda including new legislation and relevant initiatives
- ✓ Diverse Project work as it arises

Skills

The incumbent must demonstrate excellent interpersonal, effective verbal and written communication skills. Prior community work is beneficial and some knowledge of San Diego's cultural environment is necessary. A self-starter mentality paired with strong follow-through is required. Some experience in surveying and social media preferred. Must be comfortable to work with minimal supervision and able to collaborate in a team setting.