

CONGRESSIONAL YOUTH LEADERSHIP COUNCIL INTERNSHIP OPPORTUNITIES

EDUCATION DEPARTMENT

Intern responsibilities include:

Assisting in conference and curriculum development through researching and writing educational activities and materials for a variety of programs. This entails researching background information for role-plays and simulations in the areas of international relations, foreign policy, national security, law and health care.

Specific Qualifications:

Should be an undergraduate or graduate student with excellent research and writing skills. Must have a background and/or interest in education, politics/public policy, international relations and leadership.

ENROLLMENT DEPARTMENT

Admissions:

Intern responsibilities include:

Communicating both orally and in writing with participants and applicants to leadership development conferences for high school juniors and seniors; assisting with all aspects of application and enrollment processes; and processing and evaluating scholarship applications.

Specific Qualifications:

Should be a detail-oriented team player that possesses excellent written and oral communication skills. Must be able to work independently within a team environment. Basic computer knowledge is required.

Marketing:

Intern responsibilities include:

Merging letters and mailing them out to membership, research, special projects, filing, working with membership database and proofing mailings.

Specific Qualifications include:

Computer literate, detail oriented, works well under pressure, takes direction well, self-starter and takes initiative. Computer Skills: MS Outlook, MS Word, MS Excel, web.

Relationships:

Intern responsibilities include:

Assist staff with the implementation of alumni and teacher relationship programs. Tasks include data entry, filing, event planning, interactions with students, research and writing, mailings.

Specific Qualifications:

Knowledge of Microsoft Office (Word, Publisher and Excel), strict attention to detail, friendly demeanor, able to work within a team, very good communication skills, comfortable with public

speaking, very good writing skills, creative, can "think outside the box." Comfortable with routine tasks such as data entry, stuffing envelopes, sorting forms and the like; foreign language knowledge appreciated, but not required.

FINANCE DEPARTMENT

Intern responsibilities include:

Accounts payable, payroll entry, petty cash reconciliation, cash receipts, filing, other projects for the accounting department.

Specific Qualifications:

Accounting major or minor (minimum of two semester courses in accounting).

PUBLIC RELATIONS

Intern responsibilities include:

Assisting the entire PR department with administrative tasks; the compilation and writing of press releases, congressional documents, program materials and university and congressional outreach. Interns will have a unique opportunity to work in the field as correspondents and attend weekly events on Capitol Hill.

Specific Qualifications:

Should have a strong interest in journalism, political science, communication or public relations. Must have basic knowledge of Microsoft Office (Word, Excel, Publisher), a strict attention to detail and be comfortable with routine tasks. Must be able to work independently within a fun and upbeat team environment and have good organization and communication skills.

INTERNSHIP APPLICATION

PERSONAL INFORMATION

Name: _____
 First Middle Last

Present
Address: _____
 Street City State Zip

Present Permanent Email
Phone No.: _____ Phone No.: _____ Address: _____

Permanent
Address: _____
 Street City State Zip

College: _____

College Major(s): _____ Year in college: _____

GPA: _____ GPA in major(s): _____

INTERNSHIP DESIRED (Rank departments in order of priority)

_____ **Education** (Assist in conference and curriculum development; Research and write educational materials and role plays)

_____ **Enrollment** (Please rank areas of interest)

_____ Admissions (Assist with application and enrollment processes)

_____ Relationships (Assist with the implementation of alumni and teacher relationship programs)

_____ Marketing (Research and design of marketing materials for educators and students)

_____ **Finance** (Accounts payable; payroll entry; petty cash reconciliation)

_____ **Public Relations** (Congressional, media, university and state legislature outreach; assist in writing and compiling documents for each focus area)

SESSION DESIRED

_____ Winter (January to April) Application due: November 30.
_____ Summer (May to August) Application due: March 30.
_____ Fall (September to December) Application due: August 30.

Subjects of special study, interest, or research:

Describe your computer skills and experience:

Other interesting biographical information:

Have you attended any of the Council's programs, i.e. National Young Leaders Conference, Global Young Leaders Conference, Presidential Youth Inaugural Conference, Global Young Leaders Summit? If so, which one and when?

In addition, please send us the following:

- 1) An updated resume;
- 2) A three to five page writing-sample;
- 3) The names and telephone numbers of three references that can be contacted.

Please send these materials by the appropriate deadline to:

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