

PI SIGMA ALPHA, THE NATIONAL POLITICAL SCIENCE HONORS SOCIETY

POSITION ANNOUNCEMENT

POSITION TITLE: Marketing & Communications Intern (Summer 2023 - Spring 2024)

SALARY: \$20/hour

REQUIRED EDUCATION: High School Diploma

POSITION SUMMARY

Pi Sigma Alpha, the national political science honors society, seeks a part-time Marketing & Communications Intern. The intern will provide marketing and communications support for all Pi Sigma Alpha programs and events through a variety of formats and processes, including: email marketing, monthly and quarterly newsletters, website updates, populating and updating the conference app, and creating program submission forms. Pi Sigma Alpha is seeking a high-energy team player who is detail-oriented and has a strong work ethic. A central goal of Pi Sigma Alpha is to increase engagement with and support for a diverse collection of members from a variety of backgrounds and institution types, and to create an overall environment of inclusivity. Thus, strong candidates will have experience working with diverse populations, and will provide evidence of being committed to furthering a climate of inclusivity and collaboration. The position is fully remote; however, the intern must be based in the United States. The internship will begin in July or August (depending on the candidate's availability), and will last through May 2024.

STATUS & HOURS

Part-time (non-exempt); 10-15 hours per week

REPORTING RELATIONSHIP

Reports to the Manager, Membership & Programs

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

- Update the design and content of the organization's two WordPress websites; implementing up-to-date improvements in both web and mobile viewing formats
- Create marketing and mass communications emails including: marketing and update emails, monthly and quarterly member e-newsletters, and program communications
- Design graphics for social media posts on Instagram, Twitter, Facebook, and LinkedIn
- Create all conference-related communications and marketing tools, including the conference app, emails, social media, sponsor materials, and signage
- Design various digital and print materials as needed, including flyers and reports
- The Intern may be asked to provide additional programmatic support for the 2024 National Student Research Conference (tentatively scheduled for President's Day weekend)

MINIMUM QUALIFICATIONS

- Excellent organizational skills with high attention to detail and adherence to deadlines;
- Strong design and communication skills;
- Experience working with diverse populations and a commitment to equity and inclusion;
- Sound judgment and initiative related to independent action and problem-solving;
- Ability to write clearly and concisely;
- Ability to maintain confidentiality while working on sensitive tasks;

- Fluency in WordPress (including HTML editing), Canva, Mailchimp (or other mass email software), GSuite, Microsoft Office, Zoom, and social media

PREFERRED QUALIFICATIONS:

- Experience working with nonprofit organizations
- Familiarity with the political science discipline or higher education

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.

ABOUT PI SIGMA ALPHA

Founded at the University of Texas in 1920, Pi Sigma Alpha's mission is to stimulate scholarship and intellectual interest in political science through a variety of programs for student members and local chapters. A nonpartisan organization, Pi Sigma Alpha is the only honor society for college students of political science and government in the United States. It is open to graduate and upper-level undergraduate students who have met the organization's criteria for academic excellence. To learn more about Pi Sigma Alpha, please visit pisigmaalpha.org. Pi Sigma Alpha is an equal opportunity employer and values diversity, equity, and inclusion among its members and staff. Members of underrepresented groups are encouraged to apply.

HOW TO APPLY

To be considered, submit a resume and a cover letter indicating how your experience and skills align with the description and the essential skills required of the position. Include your application materials in one PDF file and email to office@pisigmaalpha.org with the subject line "2023 Intern". Consideration of applications will begin after the submission deadline. Shortlisted candidates will be contacted to schedule interviews in early-mid June.

Submission Deadline: May 31, 2023