National Defense University Foundation - Communications/Staff Assistant Intern position

Part-time with monthly stipend, Flexible hours.

Who we are:

The NDU Foundation is committed to enhancing human security and global stability by investing in the education and leadership development of national security professionals studying at the National Defense University.

By working to bridge the gap between what is necessary and what is possible with public funding, the NDU Foundation serves as the conduit for private-public partnerships at the University, enhancing NDU’s global reach, and ensuring that the National Defense University remains the crown jewel of joint interagency education.

For more info http://bit.ly/2k7Ot5A

Position

The National Defense University Foundation is seeking a qualified student with experience and passion for graphic design, communications and marketing.

Duties:

- Contribute to communications strategies and designs through proficient use of Adobe, Photoshop and PowerPoint
- Help develop marketing materials for programs, events, and fundraising activities
- Draft website updates and announcements
- Edit audio and visual event records
- Draft social media posts for Twitter, Facebook, LinkedIn, You-tube
- Manage/input and update sponsorship database
- Manage gift-shop operations, bookstore inventory, and store administrative needs
- Other responsibilities as needed

Desired Skills

- Excellent computer/graphic design abilities
- Experience with Adobe, Photo-Shop, Power-point and Excel
- Experience with software Drupal or Go Daddy
- Experience in an office administrative setting
- Ability to handle multiple projects at once while maintaining attention to detail

If you are interested in interning with us, please send your cover letter and resume to Mr. Peter Riess, Program Manager of the National Defense University Foundation at riess@ndufoundation.org. Please put the position title in the subject line.