

Intern, National Model United Nations – based in Minneapolis, MN

Unpaid – Preference will be given to applicants with prior Model UN experience.

Background: The National Collegiate Conference Association is the parent organization of National Model United Nations, the world's largest college-level Model United Nations simulation. We organize programs in New York City, Washington, DC, and international locations that serve more than 5,000 students each year from schools around the globe. Please see our website at www.nmun.org.

Requirements: A commitment to intern at NCCA offices located in South Minneapolis. Applicants should be college students or recent graduates and have the ability to commit to 10-20 hours/week. Intern will work from NCCA/NMUN Office in Minneapolis, MN. Office is located on a bus line.

Deadlines: Candidates for internships are invited to apply on an ongoing basis.

Intern will gain experience in the areas below and also provides assistance to all NCCA Model United Nations activities, including (but not limited to):

- **Event Planning:** Assist with preparation for conferences including data management. Design & coordinate invitations for Advisory Board receptions in New York/ Washington, DC (possibility to attend with travel/lodging paid).
- **Communication /Technology:** Assist with expansion into social networking media (YouTube Channel, Facebook, Twitter) and with electronic communication among registrants, volunteers and alumni. Potential (limited) translation work if proficient in a second language.
- **Administration:** Depending on time of year, filing, data entry, and Internet research. Participation in staff meetings.
- **Alumni Network Planning:** Assist with the development and maintenance of a NMUN Alumni Network.

Beneficial Experience, Skills and Characteristics may include:

Prior Model United Nations experience (preferred); interest in gaining exposure to an experiential-education nonprofit; interest in the United Nations and international nonprofits; interest in working with university populations domestic, abroad and non-native English speakers; previous experience with event-planning; experience in Microsoft Excel, Word and Access, with ability to learn the basics of database programs; strong writing/communication and proof reading skills; strong problem solving skills and ability to multi-task; attention to detail; ability to work as a member of a team, as well as independently when tasked; ability to communicate effectively and efficiently within a busy office; and experience working, studying or traveling abroad.

This is an unpaid internship. Preference will be given to intern applicants who pursue grants or school programs offering financial compensation or academic credit.

To apply for an internship, please submit your resume and one-page cover letter to:
Heather Branigin, Associate Director, heather@nmun.org.

In your cover letter please be sure to identify if you have previous Model UN experience; your experience with nonprofit work; if you plan to receive college-level credit or grants for your work; your ability to intern the minimum number of hours requested per week; and, your computer skills. In the space remaining, please address any other relevant skills, experiences or interest you have for/in this position.