Summer 2015 Internship Program
Washington, DC

The Organization

The American Red Cross exists to provide compassionate care to those in need. The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation's blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families. The Red Cross is a not-for-profit organization that depends on volunteers and the generosity of the American public to perform its mission.

The Internship

The American Red Cross offers exceptional undergraduate and graduate students internship opportunities at our Red Cross national headquarters in Washington, D.C. and in chapters across the country through our Internship Program. Interns are matched with a specific department where they work on advancing critical projects.

The overall aim of the program is to attract a pool of diverse, skilled, enthusiastic young professionals and provide them with an opportunity to build a long-term, substantive life-long relationship with the Red Cross.

The Office of the President & CEO Internship is an unpaid internship where candidates must be enrolled in a degree program at the time of the internship. The opportunity is based in Washington, DC at our National Headquarters beginning in June 2015.

Basic Qualifications:

- Undergraduate currently pursuing a degree in English, Journalism, Writing, or Communications.
- Freshmen and Sophomore candidates are encouraged to apply
- Ability to work in a fast paced environment with a demonstrated ability to accomplish multiple task and meet deadlines
- Advanced computer skills, including Microsoft Office Suite with a strong command of Microsoft Outlook for effective email management
- Excellent editing skills
- Excellent written/oral communication and interpersonal skills are essential
- Excellent relationship skills and ability to work cross-functionally
- Ability to work independently and as part of a team
- Good customer service and strong attention to detail are a must
- Must be enrolled in a degree program at the time of the internship
The **Office of the President & CEO Intern** reports to the Office of the President & CEO Communications Associate.

The primary duty of the intern will be to assist the President’s office in processing and handling the high volume of correspondence addressed to the President & CEO’s office. Duties will include opening, scanning and logging in mail to President & CEO’s office database. Occasionally, the intern will have the opportunity to draft responses to certain correspondences as directed by the staff.

The intern will also have an opportunity to work on research projects for President & CEO meeting briefs and assisting the President’s Office staff with additional research projects as needed.

**Internship timeframe:** Summer 2015 (June 2015– August 2015)

**Weekly Internship Hours Required:** 10-15 hours

**TO APPLY FOR THIS POSITION**

To apply for this position, please send an email with your resume (cover letter is suggested) attached to [internships@redcross.org](mailto:internships@redcross.org) with the subject line:

**YOUR FULL NAME, Office of the President & CEO Internship (Summer 2015)**

*As an Affirmative Action/Equal Opportunity Employer, well-qualified women, minorities, veterans and persons with disabilities are encouraged to apply*