

Communications and Administrative Intern

North Carolina National Guard Association

Raleigh, North Carolina

Larry@ncnga.org

Internship Description:

Hours per week: 10-20, can increase during summer and continue to next school year.

Start Date: Flexible

End Date: Flexible

Location: 7410 Chapel Hill Road, Raleigh NC (This position is intended to be in-person)

Academic Credit: Yes, if allowed by the University

Paid: Yes

Organization Description:

The North Carolina National Guard Association is a non-profit 501(C)(19) veterans association with over 14,000 members and a supporting 501 (C)(3) Foundation. The North Carolina National Guard Association is a grassroots organization that garners support the NC National Guard's role in state and national security, and improves its members' quality of life through three primary programs; association membership, advocacy, and benefits.

Responsibilities and Duties:

Support publication of a bi-monthly printed magazine

Work to increase social media presence and web traffic

Special projects as assigned

Assist in the preparation of membership reports

Work to manage and update database of members

Assist in the preparation and mailing of association correspondence

Special projects as assigned

Preferred Experience:

Facebook/Instagram/Twitter

Microsoft and Adobe

How to Apply: Send responses to Larry Coleman at Larry@ncnga.org with the subject line "Communications and Administrative Internship"

To Apply please submit a resume and a short response (250 words or less) to the following questions: What do you hope to gain from this experience and what skills would you bring to this position?