



American Academy of Diplomacy

### **Fall 2024 Intern Program**

The Academy seeks an individual interested in American foreign policy and the practice of diplomacy, as well as in the inner workings of a nonprofit organization. Because the Academy is small, the internships offer students a unique opportunity to become an integral part of the organization's core team. A student or a recent graduate with continuing education goals and interest in the Foreign Service will find this internship particularly rewarding, as they will be able to interact with our distinguished members, assist with the distribution of their published articles through social media, learn about the Foreign Service and gain insights into the workings of how foreign policy is carried out. As an integral part of the Program, the intern will attend meetings and events with some of the most distinguished retired American ambassadors. The Intern will be involved in: managing all the Academy's social media accounts, event and meeting planning and implementation, preparing minutes of Academy meetings, communicating with Academy members, updating content for the Academy website, managing contact lists, supporting the professional staff, and creating their own project. The Program and Finance Assistant will provide detailed guidance and constructive critique to maximize the learning experience. The intern will devote 15 to 30 hours a week depending on their availability. **The candidate must be able to commit to the entire fall term. Applicants who cannot do so will not be considered. Applications are due July 22, 2024.**

#### **Requirements for a Successful Experience**

- Interest in nonprofit work, and ideally American foreign policy/service,
- Previous organizational experience with Social Media (preferably X, Instagram and Facebook), including experience with analytics,
- Detail-oriented, e.g. capable of sending out member emails without guidance, assisting during committee and Board meetings,
- Strong writing skills with firm command of grammar, spelling, and syntax,
- Ability to function independently as well as part of a team,
- Highly proficient in Microsoft Office (Word, Access, Excel, PowerPoint),
- Highly proficient in Gmail and Google Apps preferred,
- Front end Wix development experience preferred, and
- Friendly and outgoing with good sense of humor.

The Academy is a nonprofit organization. Participation in the Program is without compensation or any expectation of employment at the conclusion of the Program. However, academic credit availability is available and reliant upon school requirements.

**We will review applications on a rolling basis so candidates are encouraged to apply early.**

**To apply**, please e-mail a résumé and cover letter to [academy@academyofdiplomacy.org](mailto:academy@academyofdiplomacy.org) with “Academy Internship Application” in the subject line. In your email, include your schedule availability and tentative start/end dates. No phone calls, please.

### **About the Academy**

The **American Academy of Diplomacy** is dedicated to strengthening the resources and tools America brings to managing its diplomatic challenges, and accomplishes this mission through targeted outreach programs, distinguished awards, policy proposals, and publications. Through these activities, the Academy fosters an understanding of the importance of diplomacy to serving our nation and increasing the effectiveness of America’s engagement with the world. The Academy is a membership organization of former senior ambassadors and career diplomats who represent a unique wealth of talent and experience in the practice of American diplomacy.