



Common ground. Common good.

POSITION ANNOUNCEMENT: Membership and Engagement Intern

The Citizens League is seeking a summer intern to support its membership and engagement activities. This is a paid internship that will begin in May, and the end date is negotiable. The Membership and Engagement intern will play a vital role by providing consistent and high-caliber administrative support, and executing membership, communications and events initiatives to Citizens League standards. He/She will have the opportunity to learn about the Citizens League work more broadly by assisting with work that directly impacts our policy work. The successful candidate will have strong interest in non-partisan public policy and citizen engagement in Minnesota, and has the ability to work collaboratively in a fast-paced environment.

RESPONSIBILITIES

- **Support working board committees**
 - Provide administrative and project support to the Membership and Engagement, Development, Communications and Outreach and Strategic Planning committees of the board – great opportunity to connect with a broad range of community leaders and active citizens
 - Take minutes, edit and proofread committee documents
- **Membership campaign**
 - Schedule meetings with prospective institutional members
 - Assist with executing tactics associated with general, peer-to-peer, and institutional membership recruitment including mailings, phone calls, and recruitment events
- **Engagement program development and implementation**
 - Provide support to youth engagement programming pilots
 - Assist with planning and execution of summer events, including the 2007 Summer Policy Series, MindOpeners and Policy and a Pints.
- **Coordinate outreach opportunities to raise the visibility of the Citizens League**
 - Track opportunities for the Citizens League to engage with strategic partner organizations
 - Assist with communications efforts related to on-going policy projects
- **General administrative tasks, for example:**
 - Assist with development and maintenance of key stakeholders database
 - Coordinate daily mail opening and routing

SKILLS AND EXPERIENCE

- Ability to work in an ideologically-diverse, non-partisan political environment with a wide variety of stakeholders and volunteers
- Strong organizational, communication and writing skills
- Ability to manage multiple projects and prioritize responsibilities
- Experience and/or interest in membership, engagement and public relations
- Familiarity with a wide range of software including Microsoft Office, Outlook, and basic HTML

SALARY AND WORK HOURS

- Up to 40 hours per week with flexible hours
- Hourly compensation ranging from \$10-\$15 per hour based upon experience and/or academic background.

HOW TO APPLY

Interested candidates should send a cover letter, resume, and contact information for three references. Receipt will be confirmed with more information about the interview process. For questions or additional information, please contact Ann Kirby McGill at (651) 293-0575 x15 or akirbymcgill@citizensleague.org. Materials should be sent to:

Citizens League
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