

AMERICAN POLITICAL SCIENCE ASSOCIATION (APSA)

POSITION ANNOUNCEMENT

POSITION TITLE: COMMUNICATIONS/WEB INTERN

SALARY: \$12/hr for undergraduate students; \$15/hr for graduate students

REQUIRED EDUCATION: Current student pursuing a degree in communications or computer science

POSITION DESCRIPTION

Immediate Opening - The American Political Science Association (APSA) seeks candidates to fill an entry-level intern position in the communications department. The communications intern will support key communications projects. The intern will report to the Director of Communications and Marketing. The intern works closely with the communications team. They assist with general day-to-day functions of the department. One of the main functions of this position will be to assist in the migration of content from the previous Content Management System (CMS) to the current CMS. The intern will also assist in the creation of analytic reports on website and social engagement.

STATUS

Intern, part-time (15-20 hours/wk), non-exempt

ESSENTIAL FUNCTIONS

- Assist in the migration of content from the previous CMS to the current CMS
- Edit/Update content in the CMS.
- Create analytics reports.
- Other duties as assigned.

ESSENTIAL SKILLS

- Proficiency in content management systems.
- Must have Strong working knowledge of HTML, JavaScript, jQuery, CSS.
- Experience working for a membership association is helpful.

APSA is seeking a high-energy team player with initiative, a strong work ethic, and ability to easily collaborate with several departments.

ABOUT APSA

The APSA is a professional 501(c)3 nonprofit association which serves a membership base of 15,000 in more than 80 countries. With a range of programs and services for individuals, departments and institutions, APSA brings together political scientists from all fields of inquiry, regions and occupational endeavors within and outside academe in order to expand awareness and understanding of politics. To learn more about APSA, please visit www.apsanet.org APSA offers a comprehensive compensation and benefits package. APSA has a Metro-accessible location in DuPont Circle in Washington, DC, with a full-time staff of 25. APSA is an equal opportunity employer committed to workplace diversity and welcomes applications from anyone with the qualifications indicated above.

HOW TO APPLY

To be considered, submit your resume with cover letter indicating how your experience and skills align with the description of this position and the essential skills required of the position. Please include names, titles, and contact information for three or four references as PDF attachments by email to the APSA at hr@apsanet.org. Consideration will begin as soon as resumes are received, and the position will remain open until filled.