



JOB TITLE: Internship at American Association of Political Consultants Foundation

LOCATION: Virtual

SCHEDULE: This is a 9-week internship taking place the week of June 10, 2024, through the week of August 12, 2024. The work schedule is 40 hours per week. Adjustable start and end date with hours being flexible if needed.

COMPENSATION: This is a paid internship with a stipend totaling \$6,000 for the full 9-week, 40 hours, but it can be adjusted if fewer hours are worked.

EMPLOYMENT TYPE: Temporary, full-time (40 hours per week) for 9 weeks or adjustable to selected candidate.

PRIMARY DUTIES:

Research: Conduct in-depth research on political contacts at various universities to support outreach and collaboration efforts.

Administrative Support: Manage scheduling and coordination of meetings between university contacts and AAPCF representatives.

Fundraising: Engage in direct solicitation activities, reaching out to existing and potential donors to secure funding.

Event Planning: Assist in organizing and soliciting for events aimed at donor engagement and fundraising.

Financial Management: Organize and manage financial records in Excel, ensuring accurate importation into the organization's database.

Digital Media Management: Manage and update the organization's website and social media profiles, ensuring content is current, relevant, and engaging.

Content Creation: Write and edit content for social media posts and other communication materials to increase visibility and impact.

Stakeholder Engagement: Facilitate communication with key stakeholders to enhance relationships and support organizational objectives.

QUALIFICATIONS:

- Rising sophomore or above in college interested in pursuing a career in the political field, communications, or business.
- Strong organizational and time-management skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office and social media platforms.
- Ability to work independently in a remote setting.



ABOUT AAPC FOUNDATION:

The AAPC Foundation’s mission is rooted in the belief that a robust political consulting community is essential for the health and vibrancy of our democracy. We aim to work closely with association members and stakeholders to advocate for the protection of free speech and to participate in public policy outcomes that have far-reaching implications.

By championing the expansion and protection of political speech and the political process, the AAPC Foundation will play a vital role in ensuring the preservation of a dynamic democratic process for the future. Through our internship programs, mentorship initiatives, and educational endeavors, we want to promote a culture of continuous growth in the political consulting community by supporting the next generation of political consultants.

APPLY: send your resume, school transcript, letter of recommendation and cover letter to awalker@theaapc.org by Friday, May 24th, 2024.

NEXT STEPS: You will hear from AAPCF if you made it to the round of interviews by May 27th, 2024. From there, the interviews will be set the week of May 27th.