



### **JSAF/JSA Program Fellow**

The Junior State of America Foundation/Junior State of America is a nationwide, non-partisan civics education program for high school students. During the school year, Junior State members participate in student-run regional and state overnight conventions held in major U.S. cities. Each year, the Junior State of America Foundation conducts Summer School programs on the campuses of Georgetown, Princeton, and Stanford Universities. In addition, the Foundation conducts state and local government Institutes in a number of states around the nation.

The Junior State of America Foundation is seeking a Fellow and general Office Assistant to be based in our Washington, D.C. office.

#### **DUTIES AND RESPONSIBILITIES:**

The position includes substantial interaction with students, parents and teacher/advisors. Due to the student-led nature of Junior State Programs, the Fellow is expected to have a high degree of maturity, confidence in speaking with diverse groups of people and ability to problem-solve. This person will work closely with JSA staff to prepare for conferences, organize shipping of materials and promotions to members, answer phones and other administrative tasks. In addition, the fellow will assist in the admissions and registration process for applicants to JSA Summer Schools and Institutes.

#### **Essential Duties**

- **Handle requests from students, teachers and parents**
- **Assist program directors in preparing convention materials**
- **Process Summer Program Admissions forms, transcripts and payments**
- **Ordering supplies**
- **Handling phone calls**

#### **ESSENTIAL COMPUTER SKILLS:**

- **Microsoft Office (Word, Excel, PowerPoint)**
- **Salesforce CRM (Preferred)**
- **WordPress (Preferred)**

#### **QUALIFICATIONS:**

- **Strong organizational, problem-solving, and analytical skills**
- **Ability to manage priorities and workflow**
- **Excellent customer service and interpersonal skills.**
- **Good judgment with the ability to make timely and sound decisions**
- **Creative, flexible, and innovative team player**
- **Commitment to excellence and high standards.**
- **Excellent written and verbal communication skills.**
- **Versatility, flexibility, and a willingness to work within constantly changing priorities.**
- **Proficient on Microsoft office**

This Internship is based in The Junior State of America Foundation's Washington, DC office. The position is part time (15-20 hours per week) beginning September 2017 with a weekly stipend provided.

Email a resume and two references to Djibril Anthony, Summer Programs Administrator, Junior State of America Foundation, email: [summer@jsa.org](mailto:summer@jsa.org)