



Paid Summer 2017 Internships!

The Clinton Foundation is offering summer internships in the following areas:

Clinton Events Intern

There will be daily tasks such as answering and making informative phone calls, scheduling appointments, creating invoices, general office duties, and basic client correspondence. You will be asked to conduct research on new event trends and associated costs, both locally and nationally, as well as compilation of data into reliable working documents for department use. The department schedules and executes over 300 events per year – you will assist in client relations as well as learning event management skills. **Skills:** previous event/hospitality experience preferred, proficient in Word, Excel and PowerPoint, strong customer relations skills.

Clinton Education Intern

Education interns will assist in planning, developing and implementing education programs/events, tours. They will assist in outreach efforts and promotional strategy to advance the educational mission of the Center to generate new and retain repeat attendance. They will also assist with maintaining an up-to-date database of educators. **Skills:** experience in working with elementary, middle and high school students, high degree of initiative, high energy, ability to work with staff across departments in a spirit of teamwork and cooperation, strong oral communication and demonstrated ability to write clearly. Summer interns will work primarily with the daily activities and programs of five, week-long Culinary Camps. **Skills:** previous summer/student camp experience with various age groups, culinary/hospitality experience a plus.

Clinton Communications Intern

Interns are to be knowledgeable about the library, President Clinton, and his work. The intern will work closely with the Communications team, which is responsible for all internal and external communications and marketing for the Little Rock office of the Clinton Foundation and the Clinton Presidential Center. The Communications intern will support the team in developing and executing media strategies, creating content, and drafting communications materials. Daily tasks may include conducting research, drafting and formatting written deliverables, designing and editing graphics, capturing photos and video, writing and developing content for social media and other digital channels. **Skills:** experience in communications or media relations; experience in social media and web platforms; proven quick and thorough research and writing ability; extremely organized and detail oriented; proven capacity to multi-task in a fast-paced work environment with tight deadlines; proficient in Word, Excel and PowerPoint, excellent oral and written communication skills; familiar with research tools such as Vocus, LexisNexis, databases, emails and social media; graphic design, video editing, web design, photography experience would be a plus.

The summer internship period will run from **May 30, 2017 - August 11, 2017**. Each internship pays **\$10 per hour with an average of 29 hrs. per week**.

To Apply

Please specify which area(s) you are applying for and outline how your experience fits the particular skill set required. Feel free to attach examples of your work. Email resume to **Harriett Phillips at hphillips@clintonfoundation.org**. **The deadline to apply is Friday, March 31, 2017.**

To learn more about the Clinton Foundation, go to **www.clintonfoundation.org**.