



Paid Summer 2017 Internships!

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

Clinton Museum Store Intern

Interns are to provide courteous service to visitors and assist them in finding the product they are shopping for if requested. They are to be knowledgeable about the product in the store and be knowledgeable about the library and President Clinton and his work. The intern will need to be knowledgeable about all aspects of running the register, packing the purchase and providing a positive closure to the visitor. There will be daily tasks such as learning to open and close the register, stock the store inventory, light cleaning and straightening of merchandise. Interns will also conduct research for upcoming exhibit merchandise and potential new inventory. Possibly interact with the marketing department to service their requests such as photograph merchandise for the website or advertising. **Skills:** retail sales experience, marketing, outgoing personality.

Clinton Development Intern

There will be daily tasks such as conducting prospect research and compiling donor briefings. They will assist with the execution of major fundraising events, including providing onsite support. They will draft correspondence, including donor reports and proposals. They will provide administrative and logistical support to the Development team. **Skills:** strong oral communication skills and demonstrated ability to write clearly and persuasively, adept at research, strong organizational skills, professional.

Clinton Admissions Intern

Interns are to provide courteous service to visitors. There will be daily tasks such as selling general admissions, processing group/school admissions and verifying the accuracy of the count and collecting payment. They will assist the manager with data entry of event, tour group and school reservations and payments. They will also assist with end day close out of the admission desk. **Skills:** strong customer relations skills, experience in working with school students, working knowledge of Excel and Microsoft Office.

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**.