



World Affairs Council of New Orleans
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WACNO INTERNSHIP OVERVIEW

Internship Structure

The Internship Program offers formalized entry-level experience to students and recent graduates. WACNO's expectation is that participants will contribute not only to the projects on which they work, but also to WACNO as a whole.

Internship Benefits

WACNO provides the following benefits:

- Exposure to an internationally focused local non-profit
- Involvement in work projects and administrative tasks that affect the organization
- Communication with a dedicated mentor throughout the program
- Participation in WACNO Programs, e.g. "Pub Night" and "Great Decisions"
- Performance evaluations for both the supervisor and the intern

Academic credit can be arranged.

Projects and Areas of Emphasis Include:

WACNO interns have the opportunity to work in the following areas:

- Website management
- Public relations and communications
- Social media management
- Event planning and execution
- Fundraising and outreach
- Database management
- Membership management

Eligibility

The internship program is designed for individuals with a proven ability to work independently and to follow projects through to completion. Upper-level university students and recent graduates meeting these criteria are eligible to apply.

Application Process

Interested applicants should submit a resume and cover letter to Flora Williams at director@wacno.org.

WACNO INTERNSHIP AGREEMENT

The purpose of this agreement is to ensure that the internship experience is productive and beneficial to both parties. This agreement outlines the obligations of the intern and the organization hosting the intern.

This internship agreement is between _____ and the World Affairs Council of New Orleans. This unpaid internship will begin on _____ and be completed on _____ and will consist of a minimum of _____ hours.

Intern Agreement

I, _____, acknowledge that I am being given a unique opportunity to gain valuable professional experience. I have reviewed the the WACNO Internship Overview and Agreement and feel confident that I will be able to fulfill my responsibilities in a timely and professional manner.

I also acknowledge that this internship is to be considered an academic experience and that my performance will be evaluated based upon the following criteria:

- my ability to perform in a professional manner, as indicated by my ability to arrive on time, my ability to meet deadlines, my ability to take initiative in learning, and my ability to interact with my supervisors and colleagues;
- my ability to fulfill the internship goals set by me and my supervisor.

Supervisor Agreement

I, _____, agree to supervise the designated intern. I acknowledge that this will be an academic experience as well as a professional experience for the intern and agree to provide learning assistance and supervision throughout the internship.

Intern's Signature / Date

Supervisor's Signature / Date