



## **WOMEN'S FEDERATION FOR WORLD PEACE, USA**

### **Membership Assistant Intern**

**LOCATION:** New York City office and/or remotely from home

**HOURS:** 10 to 15 hours per week

**COMPENSATION:** Stipend for travel and/or other job-related expenses

**REPORTS TO:** Membership Coordinator

Women's Federation for World Peace (WFWP) is a non-governmental organization in general consultative status with the Economic and Social Council of the United Nations and in association with the UN Department of Public Information. As an organization of women, we adhere to the principle that by working together, taking initiative, and empowering one another across traditional lines of race, culture, and religion we can create healthy families and resolve the complex problems of our societies and world.

#### **INTERNSHIP DESCRIPTION**

WFWP interns are an integral part of our team and will gain first-hand experience in how a national non-profit organization is run and contributing to it on the staff level. The membership assistant intern will work closely with the Membership Coordinator on tasks and strategies related to membership growth. Though we are happy to accommodate interns' schedules, we require interns to be reliable and consistent in their commitment. Based on performance, there is the opportunity for the Membership Assistant Intern to become Membership Coordinator.

#### **RESPONSIBILITIES**

Assist in communicating with WFWP members, promoting membership drives, communicating with WFWP chairwomen, and evaluating membership growth. Specific tasks include:

- Assist with developing and overall membership growth strategies
- Emailing, calling, direct mailing current members for renewals and upgrades
- Co-writing membership drive and thank you letters
- Communicating professionally WFWP's goals and previous work
- Assist in supporting local chairwomen to effectively promote membership growth
- Share feedback with staff and Board to improve membership recruitment and retention

#### **DESIRABLE ATTRIBUTES**

- Strong interest in WFWP's work
- Familiarity with vision, mission and Founders of WFWP
- Ability to represent WFWP in a professional manner
- Excellent verbal and written communication skills
- Well organized with strong attention to details
- Able to research creative funding ideas and support to WFWP local chapters

- Ability to work well in a team
- Self-motivated and ability to work independently
- Willingness to learn quickly and juggle multiple assignments
- Proficiency in Microsoft Office (Word, Excel, Powerpoint) a plus
- Prior experience and/or education in membership administration a plus

#### **HOW TO APPLY**

Send your resume and cover letter to Katarina Connery, [kconnery@wfwf.us](mailto:kconnery@wfwf.us), with the subject line "Membership Assistant Intern Inquiry." If selected, we will contact you for an interview.