



About the Role

The Summer FCL Intern supports the Foundation of Civic Leadership (FCL), a nonprofit dedicated to engaging the next generation in democracy. FCL works with partners to identify gaps in the field, incubates new scalable projects to help fill them, and supports those projects in becoming independent and sustainable. Partner institutions include [Civic Nation](#), [Students Learn Students Vote Coalition](#), and other democracy-oriented organizations. FCL's work has helped lead to some of the biggest recorded increases in student voting in US history, and our interns have gone on to hold leadership positions in civil society and government agencies.

The Summer FCL Intern is a full time remote internship (35-40 hours a week) and will be compensated at \$18 to \$20 per hour based on experience. Internships will begin in late May and last about 16 weeks.

Throughout the internship, FCL will operate under the following learning objectives:

- Introduce interns to the non-profit space, particularly as it pertains to civic engagement.
- Train interns how to prepare high-quality briefings and research materials.
- Empower interns to understand the importance of civics education and the youth vote.
- Provide interns an opportunity to see beyond our foundation by learning more about partner organizations and other non-profits.
- Foster an independent spirit in interns by granting them ownership over their work and accomplishments.

General responsibilities of the The Summer FCL Intern include, but are not limited to:

- Supporting the development of briefings, presentations, agendas and other materials for the President.
- Participating in research projects in areas of interest to the President.
- Attending events of interest to FCL and providing written insights on these meetings.
- Creating, organizing, and managing a folder for briefings, memos, and memoranda.
- Extending logistical and administrative support to all members of the FCL team.

The Summer FCL Intern will also be given the opportunity to advance substantive, long-term projects. Potential projects include:

- *Alumni Organizing*: Engaging alumni at key universities across the country in an effort to bridge the resource and opportunity gaps students face in the public sector.
- *Campus Democracy Fund*: Support efforts to identify and uplift evidenced-based organizations and best practices that increase student voting power.

Eligibility Requirements

The ideal candidate will possess the following attributes:

- Demonstrated long-term enthusiasm about voting and civic engagement, advocacy, or youth leadership.
- Detail-oriented approach to all tasks, large and small.
- Well-organized and proactive.
- Able to manage multiple deadlines in a fast-paced environment.
- Strong written and verbal communication skills, or a willingness to learn.
- Ability to independently and creatively conduct research, or a willingness to learn.
- 0 – 2 years of work experience. Experience in organizing, politics, government, philanthropy, or consulting is welcome but not required.

We believe that university degrees are not accessible to everyone. Therefore, this role does not require a university education. At FCL, we believe that creating social impact starts with diverse teams and partners. This means cultivating an equitable workplace that encourages collaboration and creativity, and we actively recruit and empower people who represent the diverse next generation of leadership. Applicants will never be disqualified nor discriminated against by race, class, religion, gender identity or expression, sexual orientation, national origin, age, veteran or disability status, criminal history, or educational attainment.

To Apply

Please send an email with the subject line “FCL Summer Internship” to beza@fclleadership.org. To ensure your candidacy is properly considered, include the following information:

- A one-page resume that highlights your interest in civic engagement and showcases your writing / research skills.
- A written statement that answers the following question in 200 words or less: Why do you want to work at FCL, and what do you hope to gain from this internship?

The priority deadline for applications is April 7, 2022 at 11:59PM EST. Applications will continue to be accepted and reviewed on a rolling basis until the position is filled. We encourage you to reach out to beza@fclleadership.org regarding any questions about FCL or the summer internship position.