



# Internship Program

## About *Tomorrow's Women*

*Tomorrow's Women* is a nonprofit organization founded in 2003 in Santa Fe, New Mexico with a mission to train young Palestinian and Israeli women to partner as leaders by breaking down barriers of anger and prejudice, facilitating friendships, and inspiring action to promote equality, peace, justice for all.

## About the Internship Program

The internship program is designed for college students and recent graduates with degrees in or currently studying fields related to our work. Each year, we select interns to work closely with the *Tomorrow's Women* staff and volunteers to gain experience in nonprofit management & operations, fundraising, research, digital and print communications—and more—while learning valuable skills to further their careers. Each intern will also be expected to complete at least one independent project, to be determined by staff with intern input, by the end of the program.

### PROGRAM DURATION

10 Weeks (Summer internships typically run June 1–August 10. Start dates vary for internships during the academic year.)

### HOURS & LOCATION

Interns are expected to work between 12–15 hours per week during the summer term. Throughout the academic year and due to restrictions during COVID, interns will work remotely with set hours to be determined with staff. A weekly virtual check-in with your supervisor is required each week.

### COMPENSATION

This is an unpaid position. Interns may arrange for academic credit through their school.



## DUTIES AND RESPONSIBILITIES

### General administration and program support

- Assist with database management, including donor and volunteer record keeping
- Assist with mailings as needed
- Assist with social media content management and scheduling, in addition to other digital communications/marketing initiatives
- Assist with program management
- Assist with volunteer coordination, including calls and emails to volunteers
- Grant research and/or assistance with proposal or report writing
- Assist with Santa Fe-based youth program activities as needed
- Other general administrative support as needed

### Project planning and implementation

- With mentorship of *Tomorrow's Women* staff, create and implement one or more independent projects to be determined by the intern and staff. All projects must be completed by the end of the internship term.
- Projects may be in the areas of:
  - Communications/marketing: this may include social media management, newsletter production, website content management, etc
  - Educational programs for volunteers and donors: this may include planning educational virtual events or educational materials
  - Online fundraising: working with staff to develop and promote an online fundraising campaign
  - Other: other project ideas are open for discussion

## How to Apply

### INTERN CRITERIA

Applicants must be enrolled in college or have recently graduated with a degree in or currently studying a field related to our work.



## APPLICATIONS DEADLINE

Applications are accepted on a **rolling basis** throughout the academic year. Applications to be considered for the summer term must be submitted by May 1.

## APPLICATION MATERIALS

- [Online Internship application](#)
- Current résumé, which includes your educational and work experiences to date
- Two letters of recommendation

Resumes and letters of recommendation should be sent to Tarrie Burnett, Executive Director via email at [tarrie@tomorrowwomen.org](mailto:tarrie@tomorrowwomen.org)) or directed to:

Tarrie Burnett  
Tomorrow's Women  
369 Montezuma Avenue #566  
Santa Fe, NM 87501

Once submitted and your complete application has been reviewed, a virtual interview will also be required before acceptance into the internship program.