**A group of women with their arms raised

Description automatically generated Tomorrow's Women Internship Application**

This is a simplified overview, for further details please download the “Internship Program Information” document from our [web page](https://tomorrowswomen.org/wp-content/uploads/2022/05/Internship-Program-Overview_2022-1.pdf).

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 on average. Start dates and durations vary during the academic year. Summer internships typically run from June 1 – August 10.

HOURS & LOCATION: Interns are expected to work a minimum of 12 -15 hours per week. In-person, work is done at our Santa Fe office and off-site locations. Remote work with our international offices and for specific projects is available depending on the time of year and organizational needs.

SUPERVISION: Interns will have a primary supervisor they will report to and have weekly check-ins with. Most work is done independently, though staff offers support as needed.

COMPENSATION: Internships with Tomorrow’s Women are unpaid, though they provide valuable work experience. Interns may arrange for academic credit through their school. Please specify in your application if you are seeking credit and what paperwork will be required of our organization.

You can complete the below application – please save the document as a Word doc NOT a PDF and send to the Administrative Manager, [cheryl@tomorrowswomen.org](mailto:cheryl@tomorrowswomen.org). You will also need to review the full description of our internship program and application requirements on our website: <https://tomorrowswomen.org/work-with-us/>. This application is only one part of the process to apply.

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| --- | --- | --- |
| First & Last Name |  | |
| Email – primary |  | |
| Email – secondary |  | |
| Phone number |  | |
| Permanent Mailing Address |  | |
| Date of birth |  | |
| University Name |  | |
| University - # years completed |  | |
| Area of Study |  | |
| Timeframe of interest: summer, fall, winter, spring | |  |
| Dates you are available and hours per week | |  |
| Dates you are available (start – end) | |  |
| Desired hours per week | |  |
| 1. Are you primarily interested in an in-person or virtual internship (check all that apply) | |  |
| 1. What languages do you speak? (check all that apply) NOTE: Normally, English fluency is required. Knowledge of other languages is helpful but not mandatory. | |  |
| 1. What current activities and commitments do you have? (ie - classes, groups, clubs, sports, trainings, etc.) | |  |
| 1. What are some of your interests or hobbies? | |  |
| 1. Do you have any special skills or talents? (ie – graphic design, an instrument you play, etc.) | |  |
| 1. What is your level of computer and technology proficiency? (explain - ie - software, programs, etc.) | |  |
| 1. Do you currently live in Santa Fe, NM? | |  |
| 1. If not living in Santa Fe, where do you presently reside? (please indicate your permanent residence and any seasonal residences - for school for example) | |  |
| 1. If you are accepted for this internship, do you have a place to live in Santa Fe? | |  |
| 1. Do you have a driver’s license? Yes, no | |  |
| 1. How did you hear about Tomorrow's Women? | |  |
| 1. Why are you interested in an internship with Tomorrow's Women? | |  |
| 1. What skills or experience do you bring to the organization? | |  |
| 1. What skills would you like to develop or improveduring your internship? | |  |
| 1. Are you interested in receiving credit through your university? Yes, no, maybe, other | |  |
| 1. How will this work experience help you to achieve future work-related goals? | |  |
| 1. Interns carry out general administrative/support work that will introduce you to different areas of our operations as a non-profit, as well as program backstopping support for our different programs in the US and the Middle East. In addition, interns will have an opportunity to select a specific area of focus based on their career interests. Below please specify your preferred area(s) of focus for an independent project (check all that apply): | | *Online Fundraising*  *Fundraising (ie - special events, volunteer-led fundraising efforts, grant research, etc.)*  *Social media*  *Writing articles,* ***or*** *designing electronic bulletins or newsletters*  *Planning educational programs (ie - seminars, presentations, online conferences)*  *Coordinating volunteer event (such as camp work parties, film screenings, etc.)*  *Researching a particular subject (literature reviews, compiling info briefs)*  *Volunteer management and engagement*  *Event coordination (ie – film screenings, workshops, camp parties, volunteer appreciation)*  *Monitoring and Evaluation*  *Information Technology*  *Other (specify):* |
| 1. What do you know about the Israeli-Palestinian conflict? Have you had any personal experiences with the conflict or people living in Israel or Palestine? (This is NOT an assessment, it will simply help us understand what level of orientation and training will be required for onboarding) | |  |
| 1. What kind of positive change would you like to make in the world? | |  |
| 1. Anything else you'd like us to know? | |  |

Please return your completed application with a resume and two references to Administrative Manager, Cheryl Bell, at [cheryl@tomorrowswomen.org](mailto:cheryl@tomorrowswomen.org) (further details available on our web page)