

# Alpha Delta Pi

BE THE FIRST

## EXECUTIVE OFFICE INTERNSHIP

**POSITION TITLE:** Executive Office Intern

**GENERAL DESCRIPTION:** The Executive Office Interns will be assigned to departments/areas of focus depending on organization needs and priorities which may include Marketing and Communications, Alumnae and Volunteer Engagement, Education and Programs, Collegiate Services, Housing, Finance, and Information Technology. Project work and tasks will be assigned as appropriate based on individual skills, strengths, and talents. This is a temporary, unpaid internship position during the summer months.

### What you can expect from us:

In addition to supporting a specific department/area of focus, general opportunities may include, but are not limited to:

- Educational workshops about the operations and history of Alpha Delta Pi
- Assisting with the preparation, execution, and "behind-the-scenes" work for any potential summer programming
- Gaining knowledge of non-profit and membership organization management and operations
- Meeting with current and past Grand Council members and International Officers
- Assisting in the development and promotion of Alpha Delta Pi marketing materials
- Opportunities to serve as a project manager to support Alpha Delta Pi's strategic Initiatives
- Volunteering with Ronald McDonald House Charities of Atlanta
- Learning the roles and responsibilities of Executive Office staff and International Officers
- Professional Development Opportunities: Career specific networking within the Alpha Delta Pi alumnae base, personal assessment/inventory activities, engagement with local businesses, historical visits, and education, etc.
- Interns are housed at Alpha Delta Pi's Memorial Headquarters for the duration of the program

### What we expect from you:

- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi's values and strategic direction, focusing on the success of the organization
- Demonstrate a positive, problem-solving mindset with a spirit of teamwork
- Maintain high professional standards
- Maintain the most current knowledge of organizational policies and operations
- Be willing to offer and seek help whenever necessary
- Represent Alpha Delta Pi positively throughout duration of the program
- Promote a sense of pride in Alpha Delta Pi and a strong sisterhood across organization
- Must arrange arrival to Executive Office on Monday, June 2 and departure for Friday, July 18
- Expected Time Commitment is 30 hours/week (some weeks vary)

# Qualifications

## *Required*

- Minimum 3.0 GPA
- Rising Sophomore, Junior, Senior
- Alpha Delta Pi membership in good standing

## *Preferred*

- Significant knowledge of Alpha Delta Pi with chapter or Panhellenic leadership preferred
- Strong analytical skills, oral and written communication skills, sound judgment, and decision-making ability
- Proactive, self-directed, and able to independently solve problems
- Demonstrate a positive, problem-solving mindset with a spirit of teamwork
- Customer service oriented and ability to maintain confidentiality
- Outstanding organizational skills, ability to multitask, and work under pressure in a dynamic environment

**EMPLOYMENT DURATION:** Seven weeks; June 2 - July 18, 2025\*

*\* = Executive Office will be closed July 4<sup>th</sup>*

**EMPLOYMENT LOCATION:** Alpha Delta Pi's Executive Office in Atlanta, GA

**COMPENSATION:** Weekly Meal Stipend, Professional Networking, Housing, Potential for Academic Credit\*

*\* = If you wish to obtain college credit, you must make the proper arrangements with your university. Any requirements of Alpha Delta Pi must be approved by the Executive Director or Intern Coordinator in advance.*