OVERVIEW:
Campus Election Engagement Project (CEEP) is now hiring interns to assist with our fellowship program. CEEP is a national, nonpartisan project working with colleges and universities to leverage their institutional resources and networks to help their students register to vote, educate themselves on candidates and issues, volunteer in campaigns of their choosing, and show up at the polls. We’ve been working steadily to engage campuses since 2012. In 2018 we provided materials and resources to 439 college campuses with a total enrollment of 4.7 million students.

DESCRIPTION:
The Fellows Program Intern would work up to 20 hours a week and assist in creating materials and resources for the Fellows Program as we move to a virtual setting. This position will be housed in the Fellowship department and will report to Courtney Cochran, our National Fellowship Director.

HOURS: 20 hrs/week between the hours of 9-4pm EST

DURATION: June 1st - August 30th (flexible)

REQUIREMENTS:
CEEP is seeking candidates who are either currently enrolled or have recently graduated from an educational program.

- Interested in student voting, civic engagement;
- Preferably someone with experience in basic program development;
- Preferably someone with graphic design experience or knowledge;
- Good writing skills, including proofreading and editing documents;
- Independent worker, creative, open to learning new skills;
- Self-starters who take initiative to develop and implement their work plans;
- Access to an electronic device such as a computer or tablet and a stable internet connection is required.

RESPONSIBILITIES:
- Work to identify and update fellows material based on student and advisor surveys;
- Help outline a new virtual option for our fellows for the fall semester;
- Work with the Director on staff onboarding materials and procedures;
- Assist in creating new programs for the Alumni Network for the fall semester;
- Edit, create and record new trainings for the fall semester;
- Assist with various internal tasks as assigned;
- Stay self-organized, submitting reports and projects in a timely manner.
CAMPUS ELECTION ENGAGEMENT PROJECT

HOW TO APPLY:
Please complete this application by May 15th. Answer the questions to the best of your abilities and please attach a current resume.