

TITLE: INTERN, STRATEGIC INITIATIVES
REPORTS TO: SENIOR COORDINATOR, STRATEGIC INITIATIVES

CLASSIFICATION: Non-Exempt
DATE: May 2026

POSITION DESCRIPTION

The Strategic Initiatives Intern is responsible for supporting the Strategic Initiatives team in their administrative processes, special projects, and additional responsibilities, as needed. This role is ideal for a candidate eager to grow in a fast-paced nonprofit environment.

PRIMARY RESPONSIBILITIES

May be responsible for one or more of the following:

- Provide on-site support to the Strategic Initiatives team. Duties to include assisting with day-to-day operations, gathering materials, performing data management tasks, and other projects
- Assist with research, data gathering and synthesis to inform ongoing projects and reports
- Enter, update, and maintain accurate records in Salesforce and other internal databases
- Perform data cleanup to ensure records are complete, consistent, and free of errors
- Assist in generating reports and summaries using Salesforce and Excel/Google Sheets
- Provide administrative support as needed, including document preparation, meeting logistics, and workflow optimization
- Draft and edit a variety of content to support communications efforts, including email newsletters, social copy, website copy, talking points, and promotional materials
- Cultivate an understanding of trending topics in the military, veteran, and caregiving community
- Additional duties as assigned

MINIMUM REQUIREMENTS

- Recent graduate or current Junior/Senior student with a concentration in communications, PR/marketing, public affairs, political science, English or a related discipline
- Must be able to work on a consistent schedule for roughly 20-25 hours per week
- Proficiency with Microsoft Outlook, Word, Excel, PowerPoint
- Experience with Salesforce and Canva preferred
- Familiarity with email marketing software (e.g. MailChimp, Account Engagement, Constant Contact), media tracking services, or web-editing software (e.g. WordPress) is a plus, but not required
- Excellent organizational skills and attention to detail
- Positive attitude, willingness to learn, and sense of humor
- Strong writing, copywriting, copy-editing, and research skills
- Detail oriented, with excellent time management and organizational skills; the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Capable of working independently, but willing to take directions and ask questions to meet team goals and ensure projects are in line with objectives
- Connection to the military community is not required, but will be considered during the application review process

COMPENSATION

This is a part-time position with starting pay of \$17.95/hr.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to work remotely from home and within an office environment and have significant interaction via telephone, videoconference, IM, and email with EDF's national team
- Ability to work occasional evenings and weekends, possible occasional travel, about 5-10%.

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

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