Develop a Multi-Faceted “Intern Playbook”

Project Title	Develop a Multi-Faceted “Intern Playbook”
Project Summary	Assist the State Department in developing an “Intern Playbook” for current and future interns looking for positions in and outside of government.
Country	United States

Project Description

This “Playbook” would encompass a wide-array of resources and best practices for career development, including crafting resumes, finding internships, and interviewing techniques, with a focus on internships in the public sector. The “Playbook” would be in the form of an ever-evolving website featuring articles, blogs, and tips from experienced professional development sources and interns just like you! Learn from past interns and contribute material that can help guide the next generation of ambitious students. We are seeking motivated and creative individuals with an interest in career development, writing, and technical support. We would customize the exact tasks based on your interests and experience, with opportunities available in either content design, web development, or both if anyone is interested in the full experience.

Those individuals interested in content design would be tasked with researching open-source materials on the internet; drafting articles regarding their internship experiences past and present; writing regular blogs with helpful insights and tips; and liaising with career development professionals and other sites to offer opportunities for collaboration.

Those individuals interested in web development and who have or are looking for valuable experience in technical support would be tasked with assisting in the construction and maintenance of the “Intern Playbook” website; brainstorming and offering creative ideas for advancing and improving the “Playbook” consistently; and assisting the content design interns in crafting their articles/blogs in the correct formats, adding multimedia, and ultimately publishing the materials on the website.

Required Skills or Interests

Skill(s)
Data analysis
Data visualization
Design thinking
Editing and proofreading
Educational design

Graphic design
Infographic design
Marketing
Research
Storytelling/blogging/vlogging
Website design
Writing

Additional Information

We are looking for highly-motivated, independent, and detail oriented individuals who are dedicated to the professional development of others. This position is an 8-10 hour per week commitment, with flexibility.

Language Requirements

None