Undergraduate Internship Job Descriptions

Overview: The Harvard College Women’s Center (HCWC) is seeking dedicated Harvard College undergraduates to work as interns during the 2019-2020 academic year. This internship is a year-long professional development opportunity providing students with the hands-on skills needed to navigate various professional fields after graduation. HCWC is hiring interns for Programming and Events, Community Outreach, and Campus Education (detailed descriptions are below). The overall learning outcomes of the aforementioned positions are as follows:

- Enhance and develop critical thinking, communication and leadership skills
- Gain a deeper understanding of issues related to women, gender, diversity and social justice
- Develop comprehensive administrative skills
- Learn how to work in a professional environment autonomously and as part of a team
- Maintain a professional office space
- Effectively manage projects
- Develop skills to become stronger allies in an array of different communities

As a part of this professional development opportunity, each intern is responsible for the creation, organization and implementation of one event per semester of their choosing aligned with the mission of the Center. This event will serve as a leadership project where the intern is responsible for submitting a program description, budget, and implementation and assessment strategy to request funding support from the center. Upon completion of this event, each intern will submit a report outlining how the event has worked to raise awareness of women’s issues on Harvard’s campus or beyond. All interns are expected to work 6-10 hours per week and have other general office responsibilities as assigned.

General Office Responsibilities
- Maintain Center office space
- Provide tours to center guests
- Available to work night shifts twice a month (6-10pm) at the Women’s Center
- Coordinate with House and Yard residential staff to promote HCWC (study breaks, door drops, etc.)

Basic Qualifications:
- BA degree candidate.
- Strong interpersonal, communication, and organization skills
- Ability to work on multiple tasks and meet deadlines
- Ability to work independently and collectively with a group

Additional Qualifications:
- Background in event planning or interest in strengthening event planning skills
- Ability to continually develop and assess long-term projects
- Proficient or have an interest in learning social media platforms for professional use
Position Title: Programming and Events Intern
The purpose of the Programming and Events committee is to increase student leader representation in matters related to their experience and increase dialogue and collaboration between the Women’s Center and students. Programming and Events interns are responsible for collaborating with student organizations to facilitate planning, publicity, and implementation of programming and initiatives to raise awareness of women’s issues through development and implementation of a communications strategy, Women’s Week (WW), Women’s Cabinet, and Ann Radcliffe Trust (ART) Grant process.

Duties and Responsibilities:
Communications (Chair)
- Develop strategy for maintaining the digital presence of the Women’s Center.
- Support the launch of key digital initiatives, as well as implement and deploy marketing content through our website, social media channels, and weekly email newsletter.
- Work with Harvard College Communications Office and other intern committees to strategize and facilitate the publicity of Center-wide programming, such as Women’s Week
- Other responsibilities may include assisting with production of print materials, graphics, photography, and video support.

Women’s Week (Co-Chairs)
- Update and manage Women’s Week application process and funding distribution of $4000 for approximately 14 WW events
- Chair steering committee comprised of representatives from student organizations
- Collaborate with steering committee to create and execute the vision for WW
- Recruit and manage 6-member volunteer design and publicity team to create and designing logo/visuals and coordinate publicity efforts for WW

Women’s Cabinet (Chair)
- Define and execute mission and goals of Women’s Cabinet
- Serve as point of contact between Women Cabinet members and the administration, act as ambassador of the Women’s Cabinet across campus, and manage membership
- Coordinate logistics for Women’s Cabinet meetings, including setting meeting times, creating agendas, keeping track of attendance, and managing minute-taking
- Work with staff to keep website up-to-date, and manage email list
- Plan at least one social event for Women’s Cabinet Representatives per year

ART Grant Process (directed by Women’s Cabinet Chair)
- Coordinate the Ann Radcliffe Trust Grant review committee and recruit members from the Cabinet to serve for each of three annual grant review sessions to determine distribution of $15,000 a year to help raise awareness of women, women's leadership, and women's issues at Harvard and beyond

Additional Qualifications:
- Background in facilitative leadership
- Communications: Strong writing skills and experience writing for online platforms required. Experience in Adobe suite and Microsoft suite. Basic photography and video skills.
Position Title: Community Outreach Intern

The purpose of the Outreach committee is to create opportunities within the Houses and Yard to promote social connections for students. Community Outreach interns are responsible for supporting and empowering students to advance the mission of the Center in creating social connections in their communities. Community Outreach interns expand the presence of the Center in the Yard and the Houses through the First-Year Representative Program, the Women of Color Collective, and intern hiring.

Duties and Responsibilities:
First-Year Representative Program
- Coordinate selection process of first-year representatives, “frosh reps” (fall semester)
- Coordinate with House and Yard residential staff to promote HCWC (study breaks, door drops, etc.)
- Management of one first-year representative event per semester (i.e. Frosh Bake, Galentine’s Day, etc.) - spring semester event should be included in Women’s Week
- Work with frosh reps to coordinate and host Visitas event (spring semester)

Women of Color Collective
- Recruit and manage 6-8 volunteer WoCC ambassadors across the undergraduate Houses
- Support WoCC ambassadors in planning 2-4 events in the Houses annually
- Manage and allocate yearly budget for WoCC-sponsored events
- Ensure pre and post-planning documents and photos are completed and filed correctly
- Coordinate with other offices and student organizations on event as-needed

Intern Hiring
- Work with staff to review and update intern position descriptions
- Create clear hiring rubrics based on position descriptions
- Coordinate intern hiring (spring semester), including publicity, data management, and scheduling

Additional Qualifications:
- Strategic thinking and visioning around programming
- Background in facilitative leadership
Position Title: Campus Education Intern

The purpose of Campus Education Committee is to educate and support students, staff, and faculty around issues of belonging and inclusion as they pertain to gender identity. Campus Education interns inform the Harvard community on theory and best practices for gender inclusivity through Gender 101 workshops and other resource guides.

Duties and Responsibilities:

- Facilitate Gender 101 workshop to Harvard University community
  - Provide outreach to university to sustain interest in workshop
  - Research and implement workshop improvements
  - Record all workshop survey responses
  - Evening hours required
- Create and update materials, guides, and other resources regarding gender identity

Additional Qualifications:

- Sensitivity to the intersecting experiences of all who identify as women
- Strong communication and presentation skills
- Respect for confidentiality
- Comfort and familiarity with or interest in learning more about women and gender issues (including gender identity and gender expression)