

University of Maryland  
Department of Women's Studies

*WMST/LGBT Undergraduate E-News  
Spring 2017, Issue 47, April 7, 2017*



## Greetings!

Happy Friday! Looking for interesting, thought-provoking events at UMD and in the area this weekend and next week? Check out "Weekend Plans" and "Mark Your Calendar" for ideas!

If you will be spending the summer in an unpaid internship for a nonprofit or a government agency, be sure to look into the Bright Futures "Unpaid Internship" Scholarship which can offset some of your expenses.

Don't forget upcoming deadlines to apply for the department's Travel Grant to Words of Fire Conference (April 12), Rodler-Wood Scholarship (April 24), and Laura Nichols Award (April 26).

As always, be sure to look through all the upcoming Career Center events and Careers4Terps opportunities.

### **Inside this Issue:**

[Be Steadwell's Vow of Silence](#)

[Weekend Plans](#)

[Mark Your Calendar](#)

[Travel Grant: Words of Fire Conference, Spelman College](#)

[Rodler-Wood Scholarship](#)

[Laura Nichols Award](#)

[Undergraduate Research Day](#)

[Bright Futures Scholarships for Unpaid Internships](#)

[Professional Etiquette Dinner](#)

[Upcoming Career Center Events](#)

[Careers4Terps](#)

[Additional Internships and Jobs](#)

*Wednesday, April 12: Be Steadwell*

# Be Steadwell's



*Artwork by Elizabeth Pham for LGBT200*

Be Steadwell is a singer-songwriter and filmmaker who uses her roots in jazz, a cappella, and folk music to present a blend which she calls "queer pop." In her performances she utilizes loop pedal vocal layering and beat boxing to compose her songs on stage.

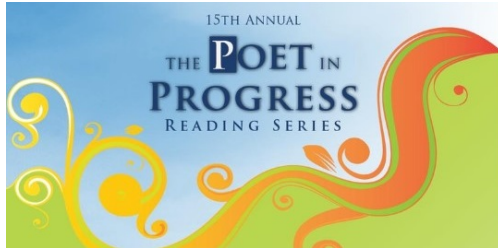
In her film, *Vow of Silence*, a heartbroken composer takes a vow of silence to win back the heart of her true love. *Vow of Silence* is a music driven story which places queer women of color at the center of the narrative.

Be Steadwell will screen her film and perform as well as discuss her work in a Q&A with the audience.

Sponsored by the Department of Women's Studies. For more information, contact Professor Jessica Vooris at [jvooris@umd.edu](mailto:jvooris@umd.edu).

## Weekend Plans

### **The Poet in Progress Reading Series** *Saturday, April 8*



Dolores Kendrick, DC Poet Laureate, DC Commission on the Arts and Humanities and Folger Shakespeare Library present 15th Annual The Poet in Progress Reading Series. The Poet-in-Progress program serves local poets by providing them a unique opportunity to celebrate their accomplishments and embrace future career prospects.

The 15th Annual event features an evening of readings from original works by Brenda Bunting, Mary Stone Hanley, Carolyn Joyner, Andre Brenardo Taylor, Surekha Vijn, Bernadine Watson and DC Poet Laureate, Dolores Kendrick. For full biographies of the participating poets and select quotes, please click [here](#).

**LOCATION:** The Haskell Center of the Folger Shakespeare Library, 301 East Capitol Street, SE, Washington, DC

**TIME:** Saturday, April 8, 6:30 - 8:00 pm

FREE but RSVPs are requested. To register, click [here](#).

### **Opera Resonates: Gender Bending on the Opera Stage** *Sunday, April 9*

Women play men regularly in opera. For centuries, higher voices were equated with nobility, purity and even virility. What does this say about attitudes toward gender and the transgendered in ages past? What is our experience today in watching women play romantic male leads and heroes? Sociology, psychology, and politics collide in music.

This event is FREE and no tickets are required.

**LOCATION:** The Clarice Smith Performing Arts Center, The Michelle Smith Performing Arts Library

**TIME:** Sunday, April 9, 1:30-2:30 pm

### **Imagining Home** *Ongoing*

On view at the Baltimore Museum of Art, *Imagining Home* brings together more than 30 works from across the BMA's collection to explore the universal theme of home. Visitors will discover paintings, sculptures, decorative arts, textiles, and works on paper from the Americas, Europe, Africa, Asia, and the Pacific Islands, as well as four miniature rooms, plus a variety of interactive features presented in three thematic areas. Through August 2017 the exhibit will include a collaborative installation entitled [Queer Interiors](#).

For information on *Imagining Home*, see <https://artbma.org/exhibitions/imagining-home>

Admission to the BMA is free. Click [here](#) for information on hours.

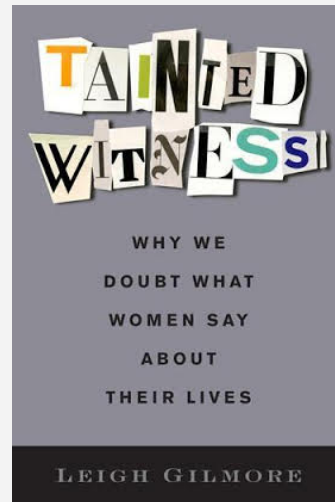
# Mark Your Calendar!

## ***Tainted Witness: Why We Doubt What Women Say About Their Lives: A Conversation with Leigh Gilmore*** *Tuesday, April 11*

Leigh Gilmore is Distinguished Visiting Professor of Women's and Gender Studies at Wellesley College and author of *Tainted Witness: Why We Doubt What Women Say About Their Lives*. In this conversation with Scholars Executive Director Marilee Lindemann, Gilmore will talk about her book and offer some reflections on the recent election, fake news, Hillary Clinton, and why doubting women matters to all of us.

This is a College Park Scholars Power Event. It is free and open to the public. Refreshments will be served, and questions from audience will be welcomed.

**LOCATION:** 1205 Cambridge Community Center  
**TIME :** Tuesday, April 11, 3:30-4:45 p.m



## ***Sexual Violence & the LGBTQ Community*** *Wednesday, April 12*

A representative from the Maryland Coalition Against Sexual Assault (MCASA) will lead a conversation exploring the impact of sexual assault and relationship violence in the LGBTQ community and available resources for services and reporting.

**LOCATION:** MICA Conference Room  
**TIME:** Wednesday, April 12, 12:00-2:00 pm

## ***Masculinity in the Public Sphere: Family, Education, and Communication*** *Thursday, April 13*

The Consortium on Race, Gender, & Ethnicity presents a discussion of Masculinity in the Public Sphere.

Speakers:

John Hart, Department of Family Science, "Fathering after Incarceration: Navigating the Return of Young Black Men to Families, Jobs, and Communities"

Stephanie Madden, Department of Communication, "The Issues with Issues Management: An Engagement Approach to Integrate Gender and Emotion into Issues Management"

Stephen Secules, Department of Teaching, Learning, Policy, and Leadership, "Masculinity and Competition as Marginalizing Cultural Norms in Engineering"

**LOCATION:** Marie Mount Hall, Room 1310

**TIME:** Thursday, April 13, 12:00-1:30 pm

Lunch will be provided. Please RSVP by April 10 to [hallw@umd.edu](mailto:hallw@umd.edu).

## ***Career Panel: Public Health Careers with the LGBT+ Community*** *Thursday, April 13*

Join a panel of professionals from across disciplines who work with LGBTQ populations to learn more about the challenges their LGBTQ clients face and the unique nature of their work. Gain a greater understanding of their work in law, social work, health care, and more.

**LOCATION:** SPH Student Lounge -- 2nd Floor  
**TIME:** Thursday, April 13, 4:00-5:30 pm

## Condom Fashion Show / Pride Prom

*Friday, April 14*

Student groups compete to see who has made the best outfit--entirely out of condoms! Sponsored by Sex Week at UMD, Bedsider UMD, MICA, and the University Health Center.

The Condom Fashion Show will be immediately followed by Pride Prom, a dance party to celebrate the LGBTQ+ community.

**LOCATION:** Stamp Student Union, Colony Ballroom

**TIME:** Friday, April 14, 6:00-10:00 pm

## 10th Annual DC Queer Studies Symposium

*Friday, April 21*



"Punks, Bulldaggers, and Welfare Queens" Twenty Years Later: A Celebration of the Scholarship of Cathy Cohen is the theme of the 10th Annual DC Queer Studies Symposium which invites Cohen and a wide range of other scholars and activists to explore the question, What does transformative political activism look like in the 21st century?

The symposium includes sessions on The Politics of Community Health, Black Freedom Movements, and Black Sexualities, as well as a keynote address by Cathy Cohen.

Free and open to the public. For a complete schedule and to register go to [wmst.umd.edu/cohen](http://wmst.umd.edu/cohen)

## WMST/LGBT Travel Grants to Words of Fire Conference at Spelman College

**Application due: April 12, 2017**

The Department of Women's Studies will support the participation of several UMD undergraduate students in the **Words of Fire Conference at Spelman College, April 29-30, 2017.**

The Words of Fire Conference: Sex, Power and the Black Feminist Call for Social Justice" is sponsored by Black Women's Blueprint and the Women's Research and Resource Center of Spelman College. Participating organizations include Women Engaged, Wellstone Action, Trans Sistars of Color Project, US Human Rights Network, Women of Color Network, Georgia Coalition Against Domestic Violence, and Sister Song Reproductive Justice Coalition. Conference sessions and workshops will address topics such as Black Girlhood in the Trump Era, Black Feminist Geographies of African Diaspora, Critical Perspectives on Prison, Prostitution and Poverty in the Lives of Black Women, Restoring Black Latina Bodies, Engaging Faith-Based Communities of Color in Sexual Violence Intervention. Click [here](#) for a full conference schedule.

The travel to conference grant is open to all undergraduate UMD students, but preference will be given to Black Women's Studies minors. The travel grant covers airfare, lodging, meals, and conference registration.

Students who are interested in attending should submit one paragraph by **Wednesday, April 12, at 4:00 pm** to Professor Barkley Brown via email -[barkleyb@umd.edu](mailto:barkleyb@umd.edu)- outlining why you would like to attend and how you would share the experience/knowledge with your peers and the wider Women's

Studies/LGBT Studies community. Students selected must be able to depart on Friday evening, returning on Sunday late afternoon.

## *Rodler-Wood Scholarship*

***Deadline: April 24, 12 noon***

The Department of Women's Studies invites applications for the Rodler-Wood Scholarship.



Current full-time undergraduate or graduate students at the University of Maryland are eligible to apply for this \$1000 award. The award will be made on the basis of one or more of the following criteria:

- demonstrated financial need;
- hardship based on sexual orientation or gender identity;
- academic interest in LGBT Studies;
- extracurricular activities on behalf of LGBT issues.

Applicants should submit:

1. a brief written statement outlining their qualifications and interests;
2. a current unofficial transcript; and
3. one letter of recommendation (recommenders may submit their letter directly to the Rodler-Wood Committee at [lgbs@umd.edu](mailto:lgbs@umd.edu))

Materials can be sent by e-mail attachment (Word or PDF only) by **12 pm, Monday, April 24, 2017** to [lgbs@umd.edu](mailto:lgbs@umd.edu). Put "Rodler-Wood Scholarship" in the subject line of your message. Or, hard copies of materials can be submitted to the Department of Women's Studies, 2101 Woods Hall, attn. JV Sapinoso.

A list of past recipients of the Rodler-Wood Scholarship can be found at <http://wmst.umd.edu/academics/undergraduate-studies/awards-and-scholarships/rodlerwood-scholarship>

For further information, contact Dr. Barkley Brown, Director of Undergraduate Studies - [barkleyb@umd.edu](mailto:barkleyb@umd.edu)

## *Laura Nichols Award*

***Deadline April 26***

From her arrival at the University of Maryland in 1987 to her retirement in 2014, Laura Nichols was a key staff member in Women's Studies and an important advocate for equality and inclusiveness in the university as a whole. The Laura Nichols Award recognizes undergraduate students who exemplify her commitment to feminist principles and social change through their scholarship, service, activism, and/or creative endeavor. Women's Studies majors and certificates, Black Women's Studies minors, and LGBT Studies certificates and minors are all eligible.



**Applications may be for activist, service, or creative projects that reflect a commitment to social change and the values of equality, inclusion, and justice. Applications may be for work done on-campus or in the wider community.** In some instances awards may be given to support a student research project if it fulfills the goals of the Laura Nichols Award. Students may directly apply or nominations for the Laura Nichols Award may be forwarded by any member of the University community. We especially encourage students to nominate other students whose work they see as especially worthy.

For this inaugural award, applications will be accepted for projects completed within the last 1 year, for ongoing projects, or for projects to be undertaken sometime within the next six months.

Applications/nominations will be accepted for work done by a single student or for a group of students working together in an activist/service/creative endeavor. In the instance that the nomination is for a group of students, the majority must be officially enrolled in one of the departments programs: Women's Studies major or certificate, Black Women's Studies minor, LGBT Studies certificate or minor.

Applicants must be in good academic standing at the time of the application and should submit:

- A 300-500 word statement describing the academic, service, activist, or creative project for which the nomination is being made and, especially, noting the ways in which this project reflects a commitment to social change and the values of equality, inclusion and justice. Please be as specific as possible in describing the work, considering its impact/importance or potential impact/importance, and indicating why it is especially worthy of the Laura Nichols Award.
- If you are proposing a new project: 100-200 word narrative of the applicant's prior work in this area or other qualifications for successfully undertaking the proposed project
- Resume(s)
- Transcript(s) (unofficial is okay)
- Names and contact information for two individuals who could serve as references in relationship to the project

In the case of nominations, the nominator should explain their relation to the student(s) and/or project and should confirm that the student(s) have agreed to be nominated.

**The award carries a certificate and \$600.**

**Applications are due Wednesday, April 26, by 4:00 p.m.** and should be submitted via email to Professor Elsa Barkley Brown, Director of Undergraduate Studies in the Department of Women's Studies - [barkleyb@umd.edu](mailto:barkleyb@umd.edu).

The recipient(s) will be announced at the department's Undergraduate Research Day on Wednesday, May 3.

Recipients will be expected to submit to the department a short written report at the completion of their project.

Click [here](#) for information on the Fall 2016 recipient of the Laura Nichols Award.

### **Laura Nichols**

As Assistant Director and Academic Advisor, Laura Nichols managed the administrative functions of the department and from 1987 to 2014 advised every Women's Studies major or certificate student; she also advised Black Women's Studies minors. Especially noteworthy was Nichols' work to facilitate students' experiential learning opportunities through internships that had social, economic, educational, and/or political impact on women's lives and that helped students develop the skills to critically analyze their work experiences and practically consider how they might implement feminist models in the workplace. Nichols's dedication to student success-in both their on-campus experiences and beyond-was unwavering, and part of the legacy we hope to preserve through this award.

In addition to the ways that she served the department, Laura Nichols was also an active proponent of equality and inclusiveness in the university as a whole. A longtime member (and 2002-04 chair) of the President's Commission on Women's Issues, Nichols also served on the campus Sexual Assault and Relationship Violence Committee. Throughout 2004 and 2005 she organized surveys and focus groups culminating in a co-authored Center for Leadership and Organizational Change report on campus climate for lesbian, gay, bisexual, and transgender faculty and staff. For this work, she was awarded the 2005 Champion of Our Community award by the LGBT Staff and Faculty Association. Beginning in the late 1990s, Nichols served as a member of the Peer Consulting Network for the Center for Leadership and Organizational Change and today continues in that capacity. A serious Terp, Laura and her four children all attended the University of Maryland.

## Undergraduate Research Day

**Deadline for Poster Proposals:  
April 17**

*Have you been involved in research as an undergraduate, either as an individual or as part of a team, at Maryland or beyond? Would you like the opportunity to present your work at Maryland's largest, most visible and diversified showcase for undergraduate research accomplishments?*



Then present your research at the University's Undergraduate Research Day on **Wednesday, April 26, 2017!** Any work conducted as a part of a campus course, internship, or program is eligible for presentation. This year Undergraduate Research Day will take place in the Grand Ballroom of the Stamp Student Union, so your work will reach the widest possible audience.

The Undergraduate Research Day poster session will run from 1 to 4pm on April 26 with set-up beginning at 11:30 am. You can be present part or all of the time. **All majors and fields of research including creative and performing arts are welcome!**

Submitting a poster proposal is free and easy you can find the form on the Maryland Center for Undergraduate Research website: <http://ugresearch.umd.edu/current-ugresearchday.html> . The deadline to submit your proposal is April 17, but it is advisable to submit earlier.

If you have questions, please contact [ugresearch@umd.edu](mailto:ugresearch@umd.edu)

## Bright Futures Scholarships for Unpaid Internships

**Deadline April 24**

Did you find your dream internship but it's unpaid? The Bright Futures 'Unpaid Internship' Scholarship program awards students with need-based scholarships ranging from \$250 - \$1,250 to help offset expenses incurred during unpaid internships with non-profit organizations and





government agencies. The Bright Futures application for summer 2017 unpaid internships is now open!

### **Eligible Candidates**

All registered University of Maryland, College Park undergraduate students returning to campus for the fall 2017 semester, who have an internship for summer 2017, are eligible to apply. Graduating seniors (May 2017 & August 2017) are not eligible. Preference will be given to juniors and seniors graduating in December 2017 and to those who have not previously received an award. In order for a student's internship to qualify for funding support, it must satisfy the following criteria:

- Unpaid on-campus or off-campus internship with a non-profit organization or government agency
- Offered during the summer and completed by August 25, 2017
- Supervised by a professional in the organization

For more information and to apply, visit the [website](#). With further questions, contact Erica Ely, Program Director, at [eely@umd.edu](mailto:eely@umd.edu) or 301.314.0362

**Application deadline is Monday, April 24th at 5:00pm.**

## *Professional Etiquette Dinner*

As a student, are you prepared to put your best foot forward when you sit down with an employer at the dinner table? Would you like more information on how to best navigate using the forks, knives, spoons, plates, and glasses placed in front of you, without embarrassment? If so, this event is for you!

Employers often observe you during meals and social situations to see how you interact with others. This dining event is designed for you to learn and practice good table manners, helping you to be successful in your job and internship search and as a new professional.

Come participate in this facilitated etiquette dinner, guaranteed to provide the guidance you need. Ms. Lauren Scott, a human resource specialist with the Department of Defense, has conducted numerous etiquette dining sessions, and will be the hostess for the evening.

The event is free, but space is limited. **Please Note: If you register and do not attend, your student account will be charged a \$25 fee.** Additionally, access to your Careers4Terps account may be restricted.

To RSVP: [go.umd.edu//ProDinner](http://go.umd.edu//ProDinner)

**LOCATION:** Stamp Student Union, Colony Ballroom

**TIME:** Monday, April 17, 5:00-7:00 pm

**The event is free, but space is limited.** To RSVP: [go.umd.edu//ProDinner](http://go.umd.edu//ProDinner) Please Note: If you register and do not attend, your student account will be charged a \$25 fee. Additionally, access to your Careers4Terps account may be restricted.

## *National Center for Transgender Equality (NCTE) Spring and Summer Internships*

The National Center for Transgender Equality is still looking for interns for the current Spring semester! Also, taking applications for summer internships.

Trans people are under attack and NCTE is fighting back! The organization is looking for smart, dynamic undergrads interested in advancing transgender equality and ready to help out. At present, NCTE is recruiting interns with interest and/or experience in policy, communications, lobbying, or organizing. NCTE is interested in spring interns who are available to start as soon as possible and can commit 10-15 hours a week; end dates are flexible. Summer internships are 40 hours a week. Academic year internships are unpaid; summer interns receive a stipend that should cover living expenses in DC.

Interns will gain exposure to various areas of the organization, and may be asked to work in support of:

- Federal and/or state policy priorities;
- Communications and development; or
- Organizing/lobbying

**To Apply:** Email a cover letter, resume, and 1 - 5 page writing sample to [apply@transequality.org](mailto:apply@transequality.org) with the subject line "Spring Intern" or "Summer Intern."

The cover letter should indicate the applicant's available dates and whether the applicant is most interested in NCTE's policy, communications, or organizing efforts.

More information about the internship is available here:

<http://www.transequality.org/about/jobs/undergraduate-or-graduate-intern-including-msw-placements>



## **Career Corner**

### **ARHU Career Events & Opportunities via Kate Juhl**

#### **Upcoming Events**

*A full listing of career events can always be found at [www.Careers.umd.edu](http://www.Careers.umd.edu). ARHU students can schedule appointments with the University Career Center @ ARHU through [Careers4Terps](http://Careers4Terps) ([www.Careers.umd.edu](http://www.Careers.umd.edu)). Walk-in hours are also held on Mondays from 1:30-3:30 pm and Thursdays from 9:30-11:30 am in 1118 Francis Scott Key Hall. To contact Kate Juhl, Career Center Program Director for the College of Arts & Humanities, email [kjuhl@umd.edu](mailto:kjuhl@umd.edu).*

#### **Peace Corps Information & Chat**

*Tuesday April 11, 5:00-6:30pm | 3100 Hornbake Library South Wing*

Serving in the Peace Corps is a great way to immerse yourself in a new culture, learn a new language, and have the experience of a lifetime. Come out for an informal session with the UMD Peace Corps Recruiter to learn about Volunteer experiences, have your questions answered, and gain tips to guide you through the application process.

#### **Non-Profit Meetup**

*Wednesday April 12, 5-7pm | 3100 Hornbake Library South Wing*

Interested in a career in the Non-Profit sector? Looking for an internship or full-time role? Come to a relaxed, informal opportunity to meet and greet with Non-Profit organizations interested in hiring UMD students for FULL TIME and INTERNSHIP positions. Each company will give a 3-5 minute

overview and then be seated at tables to have conversations with students over light refreshments for the remainder of event.

### **Access to Alumni**

*Thursday April 20, 4-6pm | Orem Hall, Samuel Riggs IV Alumni Center*

Don't miss ARHU's premier career event, Access2Alumni, on April 20! Connect with over 50 successful ARHU alumni who can help you launch your career. Alumni from the following organizations will be present: AARP, Booz Allen Hamilton, CBS, Deloitte, National Public Radio, The Washington Post, The Washington Redskins, Wolf Trap and many more.

### **Bright Futures Scholarship for Unpaid Internships**

The Bright Futures 'Unpaid Internship' Scholarship awards students with need-based scholarships ranging from \$250-\$1,250 to help offset expenses incurred during unpaid internships with non-profit organizations and government agencies. The Bright Futures application for summer 2017 unpaid internships is now open! **DEADLINE: Monday, April 24 at 5 p.m.** Access to the Application: [go.umd.edu/brightfutures](http://go.umd.edu/brightfutures)

### **Career4Terps Opportunities**

*Thousands of internships as well as part-time and full-time jobs (including the few listed below) can be found by logging into Careers4Terps at [www.Careers.umd.edu](http://www.Careers.umd.edu). Need help accessing your account? Stop by the University Career Center (3100 Hornbake Library, South Wing) anytime Monday-Friday from 10:00 am- 4:00 pm (no appointment needed) for help with Careers4Terps.*

## **CARE USA**

**Position Type:** Summer Internship, Internship (Fall or Spring Part-Time), Winter/January

Term Internship

**ID#:** 155694

**Preferred Class:** Senior

**Preferred Majors:** All Majors

**Job Function:** Administrative/Support Services

**Location:** Washington, DC

**Duration:** One semester

**Hours Per Week:** Unspecified

**Compensation:** Hourly Wage

### **Description:**

CARE, seeks a world of hope, tolerance and social justice, where poverty has been overcome and people live with dignity and security.

This vision has been here since 1945, founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a global leader in the movement to eradicate poverty. In 2015, CARE worked in 95 countries and reached 65 million people with an incredible range of life-saving programs. CARE also put women and girls as the center work because poverty cannot be overcome until all people have equal rights and opportunities. Seeking dynamic, innovative thinkers to further CARE's mission. If you share these core beliefs: poverty is an injustice; poverty is solvable; and together, creating the power to end it, join us.

CARE is seeking a CARE Action Network Intern who will track digital needs for the four issue teams, including social media, blogs and other web content, and podcasts. This will also include tracking trending topics and voices on core advocacy issues and incorporating these into CARE's digital content creation and outreach.

### **Primary Responsibilities:**

\*Digital tools calendar with regular updates

\*Regular reports on trending topics/voices

\*2018 campaign cycle calendar and map

\*Election toolkit for advocates

**Qualifications/Primary Skills:**

- \*Proficient in English (Verbal & Written)
- \*Proficient in Microsoft Skills (Word,Excel,Access & Powerpoint)
- \*Knowledge of social media marketing
- \*Knowledge of Google Analytics, SEO and HTML

**Application deadline: April 7, 2017**

**Relief International**

**Position Type:** Internship (Fall or Spring Part-Time)

**ID#:** 149042

**Preferred Class:**

**Sophomore, Junior, Senior, Masters Candidate**

**Preferred Majors:**

All Majors, Agriculture and Natural Resources/Plant Science and Landscape Architecture/Agricultural Science & Technology/Agricultural Education

**Job Function:** Communication

**Position:** Communications and Philanthropy Intern

**Location:** Washington, DC

**Duration:** Minimum 3 Months

**Reports to:** Global Communications Manager

**Hours Per Week:**

Minimum 15

**Compensation:**

Unpaid

**Communications Manager**

About RI: Relief International (RI) is a home to teams of humanitarian activist-professionals committed to transforming adversity into renewal for the world's most vulnerable populations. By partnering with beneficiaries and communities on the front-lines, RI innovatively bridges the gap between immediate relief and long-term community development

Position Responsibilities and Duties:

- Assist global communications team with writing website content
- Collaborate with communications department on production and design of RI's promotional materials
- Help build online presence on social media
- Support online fundraising efforts
- Help coordinate donor relations

Qualifications: Availability for at least 15 hours per week minimum, M-F varied, BA in journalism, communications or related field strongly preferred. Current enrollment in programs related to these fields and completed relevant coursework also acceptable; option to apply work for credit, depending on university policy

- Excellent writing and editing capabilities;
- Proven experience with editing and creating graphics in Adobe Photoshop and InDesign
- Proven experience with developing social media content and strategy on Twitter and Facebook
- Willingness to take direction, as well as proactively provide design and communication ideas;
- Ability to work independently and on a team, with strict deadlines;
- Demonstrated ability to think critically, resourcefully and strategically to maximize the communication team's contribution to RI's mission.

**Application deadline: April 15, 2017**

**Hunt Alternatives**

**Position Type:** Entry Level (New Graduates)

**ID#:** Unspecified

**Preferred Class:** New graduates

**Preferred Majors:** Unspecified

**Job Function:** Research, Social Services

**Location:** Washington, DC

**Description:** About Inclusive Security

Inclusive Security is transforming decision making about war and peace. We're convinced that a more secure world is possible if policymakers, security sectors, and conflict-affected populations work together. Women's meaningful participation, in particular, can make the difference between failure and success. Since 1999, Inclusive Security has equipped decision makers with knowledge and tools that strengthen their ability to develop inclusive policies and approaches. We have also bolstered the skills and influence of women leaders around the world. Together with these allies, we're making inclusion the rule, not the exception.

### **Position Overview**

As the right-hand of Inclusive Security's leadership team, the Program Associate has a big picture view of the organization's work by supporting its many cross-cutting initiatives and projects. The Program Associate ensures that the President and Vice Chair are best equipped to advance the organization's mission by providing high quality, core administrative support and coordinating competing priorities. While seamlessly managing cross-cutting logistics of scheduling, domestic and international travel, expense reconciliation, communications, data reporting, and program coordination, the Program Associate gains incredible insight into the ins-and-outs of nonprofit management. Working with the senior leadership and staff, the Program Associate supports planning and execution of programming related to inclusive policymaking and peacebuilding in a myriad of ways. Coordinating with international partners to create impactful events for government and civil society representatives provides unique exposure to the field of "women, peace, and security," policy advocacy, and work with women peacebuilders around the world. Successful candidates maintain a "can do" attitude under pressure, build strong relationships, understand how to keep all the balls in the air, value attention to even the most minor details, and can self-manage as necessary.

### **Responsibilities**

#### **1. Administrative Support**

- \* Manage team calendars by coordinating meeting logistics with all involved participants and prioritizing internal and external engagements and travel
- \* Coordinate domestic and international travel logistics, event follow-up, and complex expense reconciliations for the President and Vice Chair
- \* Oversee internal and external communication including weekly updates, board correspondence, talking points, presentations, agenda creation, and cross-team information sharing for the President and Vice Chair
- \* Maintain electronic and paper files, update Raisers Edge database with key contacts and correspondence histories, and perform other clerical duties as needed or requested
- \* Support monitoring, evaluation, and documentation through data entry and analysis
- \* Collaborate with Swanee Hunt Alternatives DC office operations to ensure Inclusive Security team members are best poised and supported to advance programmatic work

#### **2. Program/Grant Coordination**

- \* Assist team members in creating and executing program planning structures and activities
- \* Work with team members to ensure its meeting key benchmarks
- \* Coordinate directly with funding institutions (e.g. Organization for Security and Cooperation in Europe, North Atlantic Treaty Organization, national government entities) and local implementing partners to ensure project funds are received and processed appropriately
- \* Work with program leads to ensure grant progress reports are submitted and reviewed in a timely manner
- \* Oversee internal grant management processes with Hunt Alternatives Partnerships team and financial departments

#### **3. Event and Project Management and Execution**



- \* Liaise with partners to organize event logistics in host cities - most often international - including participant selection, venue, lodging, and travel needs
- \* Compile and track project results and budget in variety of formats to satisfy funder needs and feed into progress reports
- \* Manage travel logistics for program staff in lead-up, during, and follow-up for in-country travel programmatic activities

**Duration:** Unspecified

**Hours Per Week:** Unspecified

**Compensation:** Hourly Wage

**Qualifications:**

- \* Demonstrated success in staffing senior level managers (two plus years' work experience providing direct assistance to executive managers preferred)
- \* Bachelor's degree preferred
- \* Experience organizing meetings and events
- \* Excellent time management skills, ability to prioritize and attend to multiple assignments for self and senior managers
- \* Capacity to take initiative and creatively solve problems
- \* Proven ability for thriving in a fast-paced environment and maintaining flexibility in the face of shifting priorities
- \* Positive attitude, excellent judgment, and pleasant email and telephone manner
- \* Exceptional organizational, interpersonal, and written and oral communication skills
- \* Interest in public affairs, foreign policy, philanthropy, and social change preferred
- \* Fluency in Microsoft Office applications: Outlook, Word, PowerPoint, and Excel required; experience with Raisers Edge preferred

**Application deadline:** April 29, 2017

## **Madison House Autism Foundation**

**Position Type:**

154593

**Preferred Class:** Senior

**Job Function:** Research

**Location:** Rockville, MD

**Duration:** 120 Total Hours

**Hours Per Week:** 12

**Compensation:** Unpaid

**Description:** The Intern will assist the Madison House Autism Foundation on research projects and tasks to promote various awareness initiatives, public relations activities, and other operational duties that help the organization achieve its goals. Ideally, the intern will have an interest in autism. Madison House Autism Foundation (MHAF) works to address the needs of adults with autism by enabling community collaborations in housing, education, financial planning, medical understanding, and employment opportunities. Must be a college student with a GPA of 3.0 or above. Personal interest/experience in autism preferred.

Interns will have the following duties:

- Assist in managing multiple projects
- Assist in editing media projects
- Assist in generating content for monthly newsletter
- Assist in organizing events

**Qualifications:**

- Current college student
- Interest in non-profit management, research, and writing
- Excellent communication skills

- Experience with writing research papers is a plus
- Proficient in Microsoft Word and Excel
- Excellent oral and written skills
- Excellent time management skills

**Application deadline: April 30, 2017**

## **The Asia Foundation**

**Position Type:** Internship (Fall or Spring Part-Time)

**ID#:** Unspecified

**Preferred Class:** Entry Level (New Graduates)

**Preferred Majors:** Unspecified

**Job Function:** Social Services, Other

**Location:** Washington, DC

**Description:** In an increasingly complex and interconnected world, Asia plays a crucial global role. Would you be excited at the prospect of employing your knowledge and skills to improve lives, expand opportunities, and help societies flourish across this dynamic region? You could have this opportunity at The Asia Foundation. Informed by six decades of experience and deep local expertise, we address critical issues affecting Asia in the 21st century: governance and law, economic development, women's empowerment, environment, and regional cooperation. We work with innovative leaders and communities to build effective institutions and advance path-breaking reforms. Together with our partners, we are committed to Asia's continued development as a peaceful, just, and thriving region of the world. The Asia Foundation's Women's Empowerment Program team seeks a Junior Associate to work in our Washington, DC office during the summer 2017 program period of June 19 - September 8, 2017.

**Women's Empowerment Program:** The Women's Empowerment Program (WEP) aims to empower women individually and collectively to be full and active participants in their country's social, political, and economic development. WEP has three overarching strategic objectives: to promote women's rights and security; to increase women's political participation; and to advance women's economic opportunities.

The Junior Associate (JA) will gain in-depth knowledge on cutting-edge issues in gender and development in the Asia-Pacific region, including in-depth knowledge of emerging areas of women's empowerment and gender programming in Asia. The JA will sharpen his/her experience in research, presentations, proposal development, and fundraising; and will be involved in a number of WEP's programming areas, interact with Asia and US-based staff, and engage with the DC policy community. The JA will work primarily with the WEP Associate Director and Senior Program Officer.

### **During the 12-week program the JA will: SCOPE OF WORK:**

**1. Strengthen TAF's contributions in emerging gender programming areas and target groups.**  
The JA will consult with TAF colleagues (esp. from WEP, Program Specialists Groups, Public Sector Development Services, Resource Development, and country offices) to identify 2-3 key issue areas that present opportunities for strengthening TAF programs and/or TAF positioning with key donors. The JA will then conduct a literature review and donor mapping on these issues, with a focus on TAF countries and key program themes. Findings will be consolidated into a written report, and shared via a PowerPoint presentation during an internal webinar. Potential areas and groups of focus include: LGBTI rights (and integration in governance, economic development, environment); women and girls with disabilities; empowering adolescent girls.

**2. Expand donor-base for gender equality and women's empowerment programs.**  
The JA will conduct desk research on gender dimensions of TAF program areas to inform program design for key public and private sector donors, identify gender equality and/or women's empowerment priority areas identified by specific prospective donors, and will contribute to reviews and edits of proposals.

**3. Support planning of Gender Smart Workshop.**

The JA will work closely with WEP team and informal gender focal points in country offices to prepare background reading, materials, logistics, and the agenda for a regional workshop on cutting edge gender integration strategies for program design, implementation, and MEL. It is anticipated that this workshop will convene TAF staff, partners, and a few key donor representatives (likely from USAID, DFAT, and DFID).

#### 4. Raise TAF's profile as a leader on gender equality.

The JA will attend and report on events related to gender equality and women's empowerment in DC, with an emphasis on events that are directly relevant to upcoming funding opportunities.

#### **DELIVERABLES:**

- \*Literature reviews and donor mappings
- \*Presentation on emerging gender program areas/target groups via internal webinar
- \*Participation in proposal and report development
- \*Workshop OneTAF site designed and loaded with relevant materials
- \*Develop event reports on relevant DC events/meetings -attended, posted on WEP's OneTAF site

#### **TAKE-AWAY FOR THE JUNIOR ASSOCIATE:**

The JA will gain in-depth knowledge on cutting-edge issues in gender and development in the Asia-Pacific region, including in-depth knowledge of emerging areas of women's empowerment and gender programming in Asia. The JA will sharpen his/her experience in research, presentations, proposal development, and fundraising; and will be involved in a number of WEP's programming areas, interact with Asia and US-based staff, and engage with the DC policy community.

#### **Why work at The Asia Foundation?**

You will have the opportunity to help solve some of the toughest challenges in the development/aid sector. Address environmental problems in the region, improve access to legal information, enhance civil society, promote government engagement/collaboration, and encourage learning and awareness.

You will work in an innovative environment and build lasting relationships. The Asia Foundation, its donors, and its partners are unmatched throughout the region. This is an opportunity to work with and learn from some of the most accomplished leaders, influencers, and social entrepreneurs working in Asia today.

#### **HOW TO APPLY:**

To apply, please upload your cover letter and resume (preferably in one document) and submit as an attachment at: <http://www.asiafoundation.org/about/careers/>. Please be sure to read the APPLICANT SYSTEM INSTRUCTIONS before applying.

We will only consider applicants who apply on-line and provide all required documents prior to the **application deadline on Friday, May 5, 2017, 5:00 PM PST**. We require a resume, cover letter, an official transcript confirming the completion of your degree, and two letters of recommendation (either two academic OR one academic and one personal) In addition to being considered, please answer the assessment questions provided.

Be sure to submit your official transcript confirming the completion of your degree and two letters of recommendation submitted as either a Word or PDF document to [Junior.Associates@asiafoundation.org](mailto:Junior.Associates@asiafoundation.org). Please include "Recommendation letter for [Candidate Name]" in the subject line of the recommendation letter email. You may also upload them to your online record. If you have issues uploading the documents, please contact [Junior.Associates@asiafoundation.org](mailto:Junior.Associates@asiafoundation.org)

This position offers medical, dental, and vision benefits.

**\*\*Must be legally eligible to work in the United States \*\***

The Asia Foundation is an equal opportunity employer. EOE/M/F/D/V. No phone calls, please.

**Duration:** June 19 - September 8, 2017

**Hours Per Week:** Unspecified; Full time

**Compensation:** Salary

**Qualifications:** Candidates must have the following:

\*Received a post-graduate degree within the past two years. In addition, to be considered, a candidate must have completed and obtained this degree prior to the beginning of the program period. The summer 2017 program period is June 19, 2017 - September 8, 2017.

\*Completed graduate studies in Asia-related areas: international relations, international development, public administration, public policy, law, political science, economics, women's empowerment and/or sociology with work experience in Asia

\*Authorization to legally work in the United States without sponsorship

\*Strong written and verbal communication skills

\*Great organizational skills

\*Great computer skills

Who are we looking for?

The ideal candidate is someone who understands, appreciates, and seeks to address access to information issues in the developing world. The candidate is passionate about Asian development and has boundless enthusiasm for working collaboratively in a multi-cultural environment.

**Application deadline: May 5, 2017**

## **Human Rights First**

**Position Type:** Summer Internship

**ID#:** 153589

**Preferred Class:** Freshman, Sophomore, Junior, Senior

**Preferred Majors:** All Majors

**Job Function:** Social Services

**Location:** Washington, DC

**Duration:** June 5- August 18

**Hours Per Week:** Full time preferred, minimum 15 hours per week

**Compensation:** Unpaid

**Description:**

Human Rights First is a nonprofit, nonpartisan international human rights organization based in New York and Washington, DC. Here building respect for human rights and the rule of law to help ensure the dignity to which everyone is entitled and to stem intolerance, tyranny, and violence. Human Rights First is committed to recruiting, retaining, developing, and promoting staff across all programs and departments from a diversity of backgrounds, including members of racial and ethnic minorities, LGBTI people, people with disabilities, people of all socioeconomic backgrounds, people of all nationalities, and veterans of the U.S. Armed Forces. Here there is a belief that a diverse staff and an inclusive work environment that welcomes a range of perspectives help make advocacy work stronger and more effective. Human Rights First is seeking a LGBT Campaign Intern who, under the direction of the Advocacy Counsel, will provide administrative and programmatic support to the day-to-day operations of the LGBT Campaign and help advance the program's advocacy goals. The LGBT Campaign Intern will work closely with program staff on a variety of research and administrative projects.

### **Essential Duties and Responsibilities**

- Assist with replying to requests for assistance on LGBT issues, and responding to correspondence from partner organizations;
- Research and draft blog posts for Human Rights First's website;
- Represent the organization at partner organizations' round tables, teleconferences, panels and events;
- Update country condition reports for the LGBT Program using annual Human Rights Reports;
- Update organizational databases that monitor hate crimes and legislative challenges to the international LGBT community;
- Assist in the development and execution of LGBT Program-sponsored events and meetings; and

- Research legislators' backgrounds and voting records.

**Desired Skills and Experience:**

- Must be enrolled in, or recently graduated from, an accredited undergraduate university
- Interest in LGBT rights, general human rights, and American policy making;
- Ability to handle sensitive information with discretion and to work in a professional manner;
- Previous work or internship experience in an office environment;
- Excellent organizational, problem-solving, and critical-thinking skills;
- Capacity to take initiative, prioritize duties, and be a team player;
- Outstanding interpersonal skills and patience; and
- Sense of humor.

**Application deadline: May 15, 2017**

**Vital Voices Global Partnership**

**Position Type:** Internship (Fall or Spring Part-Time)

**ID#:** 153941

**Preferred Class:** Sophomore, Junior, Senior, Masters Candidate

**Preferred Majors:** Arts and Humanities, Business, Undergraduate Studies, Journalism, Public Policy, Undeclared

**Job Function:** Communication, Management/Administration, Marketing/Sales, Research

**Location:** Washington, DC

**Duration:** 3 Months

**Hours Per Week:** 24-40

**Compensation:** Unpaid

**Description:** Vital Voices Global Partnership invests in women leaders who improve the world. Founded by former U.S. Secretary of State Hillary Rodham Clinton, and guided by the belief that women are essential to progress in their communities, partnering with leaders from more than 140 countries who advance economic opportunity, increase political and public leadership, and end violence against women.

Vital Voices seeks spring interns to support the execution of the VV GROW Fellowship, a highly competitive one-year accelerator program for women owners of small- and medium-sized businesses, and the VV GROW Mentoring program, a six-month mentoring program that pairs women owners of small- and medium-sized businesses with corporate executive mentors. The Economic Empowerment and Entrepreneurship Interns will work closely with program staff from January to May 2016. The position is based in Washington, D.C. and is unpaid. The internships require a minimum of 30 hours per week commitment. Interns will have the opportunity to learn about program development, pressing global women's issues, and trends in regional and international women's advocacy. Interns are an integral part of the team and will be able to perform substantive work. Economic Empowerment Program Staff will work with interns to develop their professional skills and knowledge. As a Communications Intern, you would be responsible for supporting the execution of marketing and communications strategy including:

- Writing blogs, articles and success stories
- Managing social media platforms (Facebook and Twitter)
- Interviewing program participants
- Monitoring and managing internal communication databases
- Developing promotional materials for programs
- Graphic design

Interns may also be asked to provide administrative support, helping to create and update program and project management tools.



**To apply:** Send letter of interest, resume including weekly availability and expected start and end date, a writing sample of no more than 3 pages and two references with contact information to vitalvoices.economicempowerment@vitalnetwork.org. Applications will be considered on a rolling basis. Position open until filled.

Use "Fall Economic Empowerment and Entrepreneurship Communications Internship\_FirstName LastName" as the subject of your email. Only complete applications will be reviewed. No phone calls please.

**Qualifications:**

- Passion for the projects that the Vital Voices supports
- Strong work ethic and attention to detail
- Exception writing skills
- Exceptional organizational and time management skills
- Patience under pressure
- Strong research and analytical skills
- Basic computer proficiency with Microsoft Office Suite
- Strong interpersonal skills

**Other Desired Characteristics:**

- Fluency in Arabic, French, Portuguese, and/or Spanish
- Specific knowledge of one or more of the following regions: Asia-Pacific, Latin America and the Caribbean, the Middle East and North Africa, and/or Sub-Saharan Africa

**Application deadline: May 18, 2017**

**Additional Internships and Jobs**

**826DC**

826DC provides interns with hands-on, real-world experience in an arts education nonprofit within an urban school district.

**Requirements:**

- Interns must be able to meet the minimum time commitment as specified by the job description specific to each internship.
- Interns must be able to attend a mandatory Intern Training & Orientation.
- Educational Programming and Publishing Interns and Student Publishing and Production Interns must be able to pass a mandatory background check within 10-15 days of the commencement of the internship in order to provide direct service with students.
- Excellent written and oral communication skills.
- Comfortable working with diverse populations.
- Experience with children between ages 6-18, especially for Programming Internship is preferred.
- Spanish language skills a HUGE plus, especially for Programming and Publishing Internships.
- Design software skills, (especially Adobe Creative Suite), social media experience in a professional setting, and/or Salesforce or other database experience, especially for Nonprofit Management Internships are a plus.

826DC's offices are open Monday through Saturday, 10am-6pm, and interns will be given a set schedule within those days/times for the duration of the internship. Programming and Student Publishing Interns may occasionally have to report for early morning or evening hours.

826DC interns do not receive compensation from 826DC but may be awarded college credit. Applicants seeking college credit are responsible for submitting all necessary paperwork to 826DC. Applicant research and applying for funding through their university, sponsoring program, or community is strongly encouraged. Nearly all local colleges and universities offer grants for unpaid internships with nonprofits. 826DC has compiled a list of options but encourage applicants to do their own research.

For more information and to apply, visit their [website](#).

**Applications Deadline: May 5th**

## Contact

**Dr. Elsa Barkley Brown**  
**Director of Undergraduate Studies**  
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## Stay Connected



## *Quote of the Week*

These are the times for real choices and not false ones. We are at the moment when our lives must be placed on the line if our nation is to survive its own folly. Every person of humane convictions must decide on the protest that best suits their convictions, but we must all protest.

-Martin Luther King, Jr., "Beyond Vietnam," April 4, 1967