**American Legion Auxiliary’s California Girls State Alumnae Foundation**

**Internship Description**

**Title:​** ALA CA Girls State Alumnae Foundation Intern  
**Location:​** Claremont, CA (room and board provided at Girls State)/Telecommute

**Hours and Payment:​** 160 hours, $2,400 Stipend

**Position Overview**

Interns will work with GSAF board members and directors to play a key role in social media and development with the goal of raising the profile and prestige of ALA California Girls State program. Interns will participate in professional development workshops prior to attending the Girls State session; this includes preparation for the week at Girls State, where CAGSAF’s social media outlets will be used to interact with alumnae. During Girls State, the Interns will continue to focus on social media outreach and will help prepare for the summer fundraiser. This position requires flexibility, a creative mindset, and the ability to work efficiently on a team.

We are looking for alumnae who are influential, creates new ideas, offers solutions and provides feedback – a true think tank!

**Job Responsibilities**

2 Interns - 1 week at California Girls State, remaining hours telecommute

Creates promotional videos before, during, and after ALA Girls State  
Takes photographs during session   
Creates social media posts before and during Girls State  
Supports the annual fundraiser via infographics, social media posts, and occasional correspondence with alumnae, as necessary

**Qualifications**

Competitive grades  
Understanding and use of social media (Instagram, Facebook, Twitter, etc.)   
Experience with Excel, Word, and PowerPoint  
Outstanding communication skills  
Excellent writing skills and analytical skills  
Willingness to learn - to acquire and improve on the above skills

\*Bonus: Familiarity with video-making software (iMovie, GoPro, etc.) and graphic design

*For any questions or concerns, please email us at:* [*cagsafinternship@gmail.com*](mailto:cagsafinternship@gmail.com)

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