

Role duration: Our Summer 2024 Internship Program runs from late May to mid August

Role hours: Interns work part time up to 10 hours/week

Role salary: \$17/hour

Role location: This is 100% remote

Application deadline: We will accept applications on a rolling basis until March 15, 2024.

ABOUT williamsworks

A day at williamsworks is rewarding, fast-paced, and trailblazing. Every day is different as we are tasked with balancing high-level strategy development for our clients with ongoing programmatic management. As a remote team, we value and encourage collaboration across job roles and portfolios. We maintain an attitude of gratitude.

At williamsworks, our team centers community and has a bias for action. We think big and stay four steps ahead. We spark optimism and are fearless. We earn every relationship and take nothing for granted. We rely heavily on our networks and maintain confidentiality. We don't make assumptions, and we practice humility.

Our team members are problem-solvers who believe that big change is both necessary and possible. williamsworks supports global changemakers in achieving real impact on issues that matter. We are trusted advisors to artists, athletes, Fortune 500 CEOs, families, and individuals. We are recognized for our consistent quality, thought leadership, and tangible outcomes. Visit williamsworks.com to read more about our work.

ABOUT THE INTERNSHIP

williamsworks is seeking highly motivated individuals who are interested in getting hands-on experience in issue and campaign strategy, communications and/or social impact advocacy.

Interns will be assigned to work on a variety of portfolios and will collaborate with our small and mighty team. Interns will focus on a range of projects, including longer-term client support and day-to-day/immediate tasks assigned by their team and will learn the basics of high-level strategizing, project management, and social impact advocacy.

WHO YOU ARE

- Enrolled junior or senior level undergraduate college student or graduate student interested in social impact, consulting, politics, development, philanthropy, communication, or a related field.
- Self-motivation, good organizational skills, detail-orientation, ability to prioritize, multi-task and meet deadlines in a fast-paced environment
- Strong writing abilities with the ability to synthesize quickly and write clear, public-facing materials, including research memos, client briefs, and backgrounders.
- Effective interpersonal skills, including excellent listening, verbal, and written communications skills
- Demonstrated interest in global events, philanthropy, politics, public policy, project management, operations, grantmaking, project implementation, and/or strategy development.
- Eagerness to learn quickly and develop new skills in a fast-paced environment

- Excellent computer skills including Google Suite products, Word, PowerPoint and Excel

To thrive in this role, you should be:

- Altruistic, persistent, and willing to challenge the status quo.
- Proactive and organized in a fast-paced environment.
- Forward-thinking, with sound judgment, integrity, and discretion.
- Detail-oriented and understand task prioritization.
- People-oriented and take joy in continuing to develop your network.
- An excellent listener and communicator.

WHAT YOU'LL DO

Reporting to the Manager, Interns will assist client-facing members of the team with research, reports, and deliverables that support some of the world's leading philanthropists, artists, and companies in creating a genuine, positive social impact.

As an intern, you will...

- Draft and edit briefs, talking points, advocacy plans, policy analyses, and digital content.
- Research global and emerging trends related to Social Impact and Philanthropic Giving.
- Research and analyze domestic and international issues, including reproductive health, politics, climate, food insecurity, entertainment, and foreign relations policy.
- Research and synthesize information on various individuals and social impact organizations.
- Learn the basics of consulting, high-level advising, and client strategy.
- Complete other team-related assignments and tasks as assigned.

APPLY TO JOIN OUR TEAM

To apply, submit your resume and cover letter via the following form: <https://forms.gle/sAHdtXZyqCwZqnTv6>

In your cover letter, please answer the following questions:

- Why are you interested in this position at williamsworks?
- What experience do you bring to this role?
- What are you hoping to gain from this internship?
- How have you shown commitment to social impact through volunteering, community engagement, and/or campus experience?

For questions, contact admin@williamsworks.com All inquiries and discussions will be considered strictly confidential. We will accept and review new applications until filled.

People of color, people with disabilities and women are strongly encouraged to apply. williamsworks is committed to building and maintaining a diverse staff, and recognizes that its continued success depends on hiring and retaining high-quality creative professionals with a variety of backgrounds and experiences. Internships can be used for college credit and we are committed to helping interns develop and grow.