

# Internship Opportunity

**Title:** Junior Program Assistant (JPA)

**Reporting to:** Program and Finance Manager

**Location:** Remote

**About the Foundation:** The National Science and Technology Medals Foundation (NSTMF) is a Washington, DC based 501(c)3 public charity. The mission of the NSTMF is to build inclusive STEM communities across the United States. Fundamental to these communities are the significant, inspirational connections we foster between the individuals who have received national recognition for excellence in STEM and today's diverse generation of college and high school students. Together they will pave the way for a more equitable future in science and technology. Our vision is to be a driving force in creating a world in which the diversity of the American society is reflected in the recipients of all prestigious STEM honors, including future Laureate classes of the National Medal of Science and the National Medal of Technology and Innovation.

**Job Purpose:** To support the NSTMF's public engagement programs, assist in managing logistics of planning and executing specific projects, and take the lead on streamlining operations and communicating effectively with stakeholders.

The NSTMF is looking for a highly motivated individual with excellent writing and organizational skills, including a willingness to expand their professional skillset. The candidate should have a keen interest in database management, logistical planning, program management, and general staff support.

The JPA will provide outreach support through various communications tools as well as perform research and provide analysis to support program efforts.

Additionally, the JPA will work to expand the Foundation's Unscripted Series, STEM Spotlight Series, and develop strategies for the NSTMF's public engagement campaigns.

## **Additional Responsibilities:**

- Manage the sourcing and outreach of STEM experts to supplement the NSTMF's programming
- Support the execution of the NSTMF's inSTEM mentorship program at Howard University
- Manage communication with prospective host institutions for future NSTMF events
- Communicate with key constituencies so that NSTMF programs deliver the desired impact

## **Compensation and Expectations:**

- \$1000/month
- 20 hours/week