



314 Action is the premier organization dedicated to scientific advocacy as well as recruiting, training, and electing candidates with STEM (Science, Technology, Engineering, and Mathematics) backgrounds to all levels of public office. 314 Action has been featured by many news outlets including the *Atlantic*, *the Washington Post*, and *CNN*. 314 Action was referred to as the "EMILY's List for scientists" in Roll Call and we have worked with numerous top Congressional and Senate candidates across the country, while working with many more.

We are looking to accept applications for **Spring 2021 internships**. We ask for a time commitment of at least 5-20 hours a week for spring interns. **All work will be completed remotely for the spring 2021 semester. Internships are unpaid** and we are happy to work with interns to secure academic credit for their work.

Job Duties and Responsibilities:

Interns at 314 Action will have an opportunity to work across all departments of the organization including **campaigns, development, communications, and digital**.

Interns will be responsible for:

- Conducting donor research
- Virtual event planning and building
- Assisting in drafting emails and our newsletter
- Other various responsibilities as assigned by the internship coordinator

Qualifications: Strong applicants will be highly organized, detail oriented, self-motivated, and have a positive attitude and willingness to learn. Preference will be given to students studying STEM fields, political science or other related fields.

- Knowledge of Excel and Google Drive
- Must be enrolled in a degree granting institution
- Excellent writing and communication skills

Bonuses: these skills are not required of intern applicants but are helpful in the interview and hiring process.

- Knowledge of NGP
- Experience on political campaigns and/or political organizations
- Experience with social media, newsclips, etc.

Submission Guidelines: Applications are *due no later than December 11th 2020 at 12 AM EST.*

Please apply using the following link: <https://forms.gle/J27cwZZqJ7rAvhYp8>