



Position Title: Programs Intern

Salary Range: Unpaid. May qualify as course credit depending on institutional requirements.

Schedule: Flexible with a minimum of 20 hours per week required.

Location: Student Veterans of America (SVA), 1012 14th Street NW (12th Floor) Washington, DC 20005

Student Veterans of America (SVA) is a 501(c)(3) non-profit coalition of more than 1,400 student veteran organizations on college campuses globally. SVA's mission is to provide military veterans with the resources, support, and advocacy needed to succeed in higher education and in high growth-in demand career fields. For more information, visit us at www.studentveterans.org.

Student Veterans of America shall not discriminate based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, political affiliation, gender identification or expression, or military status in any of its activities of operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and selection of vendors and provision of services.

Functional and Relational Responsibilities: Reports to the Director, Programs. Works in partnership with the Chapter Support and Communication and Marketing departments.

Education: Undergraduate and graduate students, as well as recent graduates, are encouraged to apply.

Experience: Undergraduate and graduate students, as well as recent graduates, are encouraged to apply. Interest in military and veterans issues a plus.

Summary: Student Veterans of America (SVA) seeks self-motivated, detail-oriented and highly energetic programs intern. This is a perfect opportunity for talented students who want to get involved in the program/project management arena.

Duties will consist of performing the functions necessary to complete effective programming on behalf of SVA including: assisting in grant management, supporting the development of new programing, positively impacting the organization's



programmatic offerings and overall expenditure for the programs assigned. The ideal candidate will represent the organization as a leader of SVA, including being an ambassador for the organization to build and maintain relationships with other VSOs, student organizations, higher education institutions, government executive agencies, legislative components, and elected officials. The incumbent must demonstrate an ability to work, plan, and communicate effectively with both public and private strategic partners. The incumbent must plan, organize, prioritize, and schedule their own work activities to complete SVA’s mission, and will promote a culture of high performance and continuous improvement that values learning and a commitment to quality

This position requires a strong sense of initiative and personal leadership, attention to detail, creativity, excellent communication skills (verbal and written). Must be articulate, organized and able to multi-task in a dynamic, rapidly-changing environment. Interest in military and veterans issues a plus.

Major Duties: ☒

- **Organizing / Tracking**
- **Programmatic Data refinement**
- **Logistic support**
- **Constituent support**

SVA Programs Interns are brought on in Spring, Summer, and Fall cycles. Applications are accepted on a rolling basis.

To apply, please send your resume, cover letter, and two writing samples to contact@studentveterans.org, with the headline “Programs Internship Application” in the subject line.