



JSA Programs Fellow

The Junior State of America is a nationwide, non-partisan civics education program for high school students. During the school year, over 15,000 Junior State members participate in student-run regional and state overnight conventions held in major U.S. cities. The Junior State of America also conducts Summer School programs on the campuses of Georgetown, Princeton, and Stanford Universities. We are seeking a Fellow and general Office Assistant to be based in our Burlingame, CA office.

DUTIES AND RESPONSIBILITIES:

The position includes interaction with program directors, student leaders, and administration staff. Due to the nature of our organizational structure, the Fellow is expected to have a high degree of maturity, confidence in speaking with diverse groups of people and ability to problem-solve. This person will work closely with JSA staff to prepare for conferences, organize shipping of materials and promotions to members and other administrative tasks.

Essential Duties

- **Updating outdated materials (website layouts, promotional resources)**
- **Support for administrative tasks - cleaning reports, emailing, mail merges**
- **Office tasks such as cleaning out reports on Salesforce**
- **Ordering supplies**

ESSENTIAL COMPUTER SKILLS:

- **Microsoft Office (Word, Excel, PowerPoint)**
- **Basic Graphic Design skills**
- **Salesforce or any other CRM (Preferred)**

QUALIFICATIONS:

- **Strong organizational, problem-solving, and analytical skills**
- **Ability to manage priorities and workflow**
- **Good judgment with the ability to make timely and sound decisions**
- **Creative, flexible, and innovative team player**
- **Commitment to excellence and high standards**
- **Excellent written and verbal communication skills**
- **Versatility, flexibility, and a willingness to work within constantly changing priorities**
- **Proficient in Microsoft office**

This Internship is based in The Junior State of America's Burlingame, CA Office. The position is part time (10-20 hours per week).

To apply, submit your resume and a cover letter to jsa@jsa.org.