

GSAE Foundation Intern Program Application Sample

How will the intern be exposed to the association profession and work experience?

As an introduction, it is a good idea to include a brief 1-2 sentence description of the organization and its purpose. When answering this question, also consider who will mentor the intern. Be as specific as possible about what parts of association management the intern will be exposed to (volunteer management, membership, communications, event planning, strategic planning, etc.). For example,

The intern will be exposed to a variety of areas in association management, including, but not limited to, day-to-day management operations, strategic planning, financials/budgeting, event planning, board meetings, volunteer/member interactions and marketing/publicity/communications. The intern will gain significant work experience through instruction and supervision by the Executive Director to complete specific projects, which will include the strategic planning retreat, membership data management, Web site and e-newsletter development, review and consideration of vendor contracts, experience in accounts receivable and accounts payable, assistance in the preparation and coordination of Board meetings and participation in planning and organizing workshops and the annual meeting.

How will this internship benefit your association, the association profession and the student?

This is a three-part question, so your answer should ideally be in three parts as well. A good idea is to bullet/bold each response. For example,

This internship opportunity offers several benefits, not only for our organization, but also for the student and the profession.

Benefit to the Association: This GSAE Foundation Internship grant essentially adds an additional staff member to our organization, making a big impact on our budget, member services and more. Mentoring someone new to association management is personally inspiring and allows our organization to showcase association management as a valuable and viable profession.

Benefit to the Profession: An internship in association management exposes students to the profession as a possible career path. By creating internship opportunities in the profession, students are exposed to the profession and may be more likely to pursue this as a career option. At the very least, an internship in the profession increases awareness of association management careers.

Benefit to the Student: This internship is designed to be both instructional and hands-on. We hope to fully immerse the student in the work of association management, assigning meaningful tasks and projects that directly relate to organizational performance. We ask that our intern take ownership of their projects, thereby gaining real-world experience. These projects and tasks can help build the intern's résumé and professional portfolio. The exposure to the organization's members and volunteers present networking opportunities that may make the job search process easier upon graduation. Additionally, the intern will work directly with a mentor in the field.