



Title of position Program Assistant Intern, Harry S. Truman Scholarship Foundation

Reports to Andrew Kirk, Program Manager
Tara Yglesias, Deputy Executive Secretary
Andrew Rich, Executive Secretary

Position duration June – August 2014

Agency overview Established by an Act of Congress in 1975, the Harry S. Truman Scholarship Foundation is the living memorial to our 33rd President by supporting the next generation of public service leaders. The Foundation annually awards scholarships to exceptional college juniors who are committed to careers in public service. Truman Scholars receive financial awards to assist with the costs of graduate school as well as the opportunity to participate in a range of community building and professional development programming organized and sponsored by the Foundation.

Intern responsibilities The Summer Program Assistant Intern will work with staff on the planning and execution of the Foundation's most substantial program: the Truman Summer Institute (SI). SI is a program that brings 45 recently selected Truman Scholars to Washington, DC each summer for internships and specially designed programs planned by the Foundation.

The intern will also assist with a new Foundation initiative focused on Truman Scholar alumni. The initiative aims to locate and engage Truman alumni who are working in all sectors (public, nonprofit, and private).

Responsibilities of the position include everything from research and writing to clerical work and attending meetings. The intern will have the chance to assist with a range of events planned by the Foundation, to meet and interact with the participants in SI, and to work closely with a very small staff.

The position is based at the Truman Foundation's office on Lafayette Square, across from the White House in Washington, DC.

Qualifications 18 years or older
Proficient in Microsoft Office (particularly Word and Excel)
Good organizational skills, with particular attention to detail
Not planning to apply for a Truman Scholarship

Position pays \$1,500/month. To be considered, please send your resume and a cover letter by March 21st to Andrew Kirk at akirk@truman.gov. You may reach Mr. Kirk at 202.395.7432 if you have questions.