



Two Part-Time Paid Internship Opportunities

Marketing and Communications Department and Alumnae Relations Department

The Associate Alumnae of Douglass College located on Douglass campus is seeking two interns who will work with our Marketing and Communications and Alumnae Relations Departments.

Interns will play a key role in supporting our team's efforts to craft engaging narratives and expand our reach and participation. This includes assisting with content creation for various platforms, conducting participation analysis. You will have the opportunity to engage with alumnae at events and programs.

The ideal candidate possesses strong written and verbal communication skills, a proactive attitude, and a desire to gain hands-on experience in communications and nonprofit management. Stipend commensurate with part-time hours and tasks.

The Associate Alumnae is an independent 501(c)(3) organization. The AADC develops and promotes connections among Douglass alumnae by providing programs, services, networks, and lifelong learning opportunities that represent the interests and needs of our world-wide network of diverse alumnae.

Please submit a brief cover letter and your LinkedIn profile to ldelaney@douglassalumnae.org.

Dated January 2026