



## Position Announcement—Student Intern

The [Iowa Association of School Boards® \(IASB®\)](#) is a statewide education nonprofit seeking a student to serve as an Intern. The Intern program is designed to provide participants with a wide range of experiences and opportunities to learn about advocacy, board development, board governance, and policy. The intern will work both independently and with assigned IASB teams on various assignments that may include administration, communications, member relations, education, policy, strategic planning, training, graphic design, and events. This position reports to the Executive Director or designee.

Applicants must be a high school senior or an undergraduate college student, currently enrolled or planning to enroll in a program in Education, Public Administration, Public Policy, Urban Studies, Communication, Graphic Design, or a closely related field. The intern should be able to work 5–20 hours per week for the program's duration and be able to travel between work sites and to off-site events, providing their own transportation. The intern should have excellent organizational skills, high attention to accuracy and detail, the ability to multitask and meet deadlines with minimal supervision, and the capacity to collaborate with others as needed. Discretion and the ability to maintain appropriate confidentiality of information provided are necessary. The intern must also follow IASB policies and procedures.

IASB is open to collaborating with students to align this internship with high school or college courses for academic credit.

Interested candidates will submit with their resume a cover letter to **Stephanie Rousseau, Iowa Association of School Boards, 6000 Grand Avenue, Ste. A, Des Moines, IA 50312** or email to [srousseau@ia-sb.org](mailto:srousseau@ia-sb.org), that meets the following specifications:

The cover letter will be 3–5 paragraphs that are between 4–6 sentences each. The cover letter will clearly answer the following questions:

- How do your academic background and personal experiences align with the mission and work of the Iowa Association of School Boards, and how do you envision contributing to our organization?
- Describe a specific instance when you successfully managed multiple tasks or projects simultaneously. How did you ensure accuracy, meet deadlines, and maintain high attention to detail, especially in an environment requiring minimal supervision?

Apply by **Monday, June 24, 2024**, by sending a resume and cover letter as specified above to **Stephanie Rousseau, Iowa Association of School Boards, 6000 Grand Avenue, Ste. A, Des Moines, IA 50312** or email to [srousseau@ia-sb.org](mailto:srousseau@ia-sb.org). Applications that do not include a resume and meet the cover letter requirements listed above will not be considered.