

## **Allied Airlift 21 Operations Intern Opening**

Allied Airlift 21 (AA21), a volunteer led nonprofit helping Afghan Allies legally immigrate to the United States, seeks an Operations Intern for Summer 2022 for work related to crisis response and diplomatic operations. This person will help develop business processes for tracking and managing family cases, coordinating volunteer taskings, developing training materials and train volunteer staff, and participating in regular meetings with senior government officials and other NGOs. Additionally, this person will be involved in the transition of cases from a Google platform to Salesforce. Experience with data management and analytics is a plus.

### **AA21 Operations Intern Job Responsibilities:**

- Provides high-level day-to-day administrative and operational support to the AA21 Chief of Staff, Executive Director, and Operations Manager.
- Leads a variety of special projects to improve organizational operations.
- Serves as a key point of contact with persons and groups both inside and outside of AA21, representing AA21 at State Department meetings and in meetings with other NGOs.
- Provides quality assurance to ensure messaging, materials, activities and other tasks related to AA21 operations are of a high-quality and meet relevant requirements and policies.
- Supports internal and external communications, including developing training materials, leading training sessions, participating in leadership meetings, writing talking points, and drafting operations updates for newsletters, web, and social media.
- Supports workforce planning and tracking for AA21 including oversight of recruitment efforts.
- Engages in activities to support effective organization collaboration and employee morale including supporting onboarding processes and organizing strategic volunteer meetings.
- Serves as a go-to expert on AA21 operations, policies, and procedures.
- Performs other duties as assigned.

## **Work Hours & Benefits**

This is an unpaid position. The intern will work remotely 20-40 hours/week in a small, close knit team and report directly to the AA21 Director of Screening and Manifesting.

## **Intern Qualifications / Skills:**

- Verbal and written communication
- Organization
- Professionalism
- Technical skills
- Confidentiality

## **Education, Experience, and Licensing Requirements: are**

- In 3rd or 4th year of college or a graduate program
- Prior industry experience is preferred

To learn more about AA21: [AA21 \(alliedairlift21.org\)](http://AA21.alliedairlift21.org)

To read more about AA21 work: [AA21 | About \(alliedairlift21.org\)](http://AA21.About.alliedairlift21.org)

To apply for this position send an email to [intern@alliedairlift21.org](mailto:intern@alliedairlift21.org)