

# OBAMA FOUNDATION INTERNSHIP APPLICATION

## Personal Details

\*Denotes required field

\*First Name

\*Last Name

\*Email

\*Phone

\*Resume/CV

*Your resume must include, but is not limited to, your education and prior work and internship experience—especially any work you have done in your community. Resumes exceeding one page will not be considered.*

\*Preferred Gender Pronoun(s)    he/him/his    she/her/hers    they/their/theirs  
I prefer not to disclose.

\*Date of Birth

*Please provide in Month/Day/Year format (XX/XX/XXXX)*

\*Address

\*City

\*State/Territory

*Note: U.S. only*

\*Zip Code

\*Hometown

\*University

\*Current Year at University:

Freshman  
Sophomore  
Junior  
Senior  
Graduate Student

- JD
- PhD
- MBA
- MPP
- MA
- MFA
- MS
- MPH
- LLM
- MD
- Other:

\*Expected Graduation Date

*Please provide in Month/Year format (XX/XXXX)*

## **Eligibility**

*This internship will last from September 4, 2018 to December 7, 2018. For students on a quarter system, the internship will run from September 17, 2018 to December 21, 2018. The Foundation will provide interns with a stipend and reimbursements for a portion of the expenses directly related to their internship. Please note the Foundation will not provide relocation or housing assistance.*

\*Can you commit to the internship from September 4, 2018 to December 7, 2018?

*If you answer "No, I cannot commit to either" to this question, you are not eligible for the Obama Foundation internship.*

- Yes, I can commit to September 4, 2018 to December 7, 2018.
- No, because I am a student on the quarter system. I can commit to September 17, 2018 to December 21, 2018.
- No, I cannot commit to either.

\*Can you commit to working 40 hours a week from Monday to Friday during the internship term?

*The internship will operate during normal business hours. If you answer "No" to this question, you are not eligible for the Obama Foundation internship.*

- Yes
- No

\*Please choose your preferred office(s).

*Please note that interns will not be able to work outside of these locations. We encourage you to consult the department descriptions and locations prior to selecting your preferred office(s).*

- Washington, D.C.
- Chicago
- Either

\* Are you currently eligible to work in the United States or will you be eligible to work in the United States by the designated start date of the internship program?

*If you answer "No" to this question, you are not eligible for the Obama Foundation internship.*

- Yes
- No

#### Department Ranking

*You can review our department descriptions here. We will do our best to accommodate your preferences, though we cannot guarantee everyone their top choices. Please note the location of each department as you review the description.*

#### \_\_Correspondence [Chicago]

Throughout their time at the White House, President Obama and Mrs. Obama were committed to hearing people's stories and perspectives. The Correspondence team works to carry forward this mission by monitoring and participating in interactions between the Foundation and the public.

Correspondence interns should be good stewards of the perspectives they come across. Interns will be expected to:

- Help manage a large digital database that tracks correspondence as it comes in through our website
- Create weekly reports that help the Foundation understand what people are saying
- Draft letters in response to incoming correspondence

#### \_\_Development [Chicago and Washington, D.C.]

The mission of the Development team is to secure the funds necessary to support the design, construction and operation of the Obama Presidential Center, as well as to financially sustain the Foundation and its programs.

Development interns should be clear, proactive communicators with exceptional attention to detail. Interns will be expected to:

- Assist in the drafting, editing, researching, and production of prospect research, grant applications, briefing materials, and development communications materials such as presentations, newsletters, emails, and other reports and donor collateral
- Assist with event preparation and execution as well as data entry and management
- Assist with short- and long-term research projects and other special projects

#### \_\_Digital [Chicago and Washington, D.C.]

From producing cutting-edge digital content to amplifying the Foundation's programming on a variety of media platforms, the Digital team is committed to connecting, inspiring, and empowering people to change their world.

Digital interns should be creative, exceptionally detail-oriented, and efficient multi-taskers, with a passion for storytelling and reaching a global online audience.

Interns will be expected to:

- Manage user submission review process and monitor online donation requests and inquiries
- Select submissions to be featured on our website, social channels, or video pieces
- Draft web copy and internal memos

#### \_\_Experience [Washington, D.C.]

In order to achieve our mission of inspiring and empowering people to change their world, our workplace experience must be just that: inspiring and empowering. The Experience team integrates the People, IT, and Operations functions at the Foundation to ensure that our staff members are engaged and successful and that the Obama Foundation is known as a great place to work.

Experience interns play a key role in the development and execution of new policies and processes for Foundation staff. Interns will be expected to:

- Work with different teams to provide administrative support, including research and data and information maintenance
- Set and maintain a high bar for excellent customer service and relationship building
- Be extremely detail-oriented and motivated by the idea that success comes through making the team successful

#### \_\_Finance [Chicago]

The Finance team serves to maximize the impact and promote stewardship of the Foundation's fiscal resources via inclusive partnerships, budget management, revenue and expenditure forecasting, and financial reporting and governance.

Finance interns should be analytically-minded with strong communication skills that engender cross-functional collaboration. Interns will be expected to:

- Display strong analytical capabilities to manipulate and display quantitative and qualitative data, particularly in spreadsheets and slide presentations
- Leverage independent investigation and input from meetings to generate work product for senior Foundation staff and the Board
- Set and maintain a high bar for teamwork and relationship-building

#### \_\_ International [Washington, D.C.]

The International team works to create networks and programs that empower emerging young leaders around the world by connecting them to platforms, resources and each other in ways that catalyze positive change.

International interns should be detailed oriented, responsive, organized, and team players. Interns will be expected to:

- Provide administrative and programmatic support for the team, including being responsible for meeting preparation, arranging travel, processing expense reimbursements, managing contacts, and handling correspondence, among other responsibilities.
- Participate in short-term projects such as assisting in the sourcing of event participants and drafting memos for events.

#### \_\_ Office of the CEO [Chicago]

The Office of the CEO is responsible for the strategic vision of the Obama Foundation and the management of the CEO's internal and external responsibilities, including Foundation-wide cross-functional work.

Office of the CEO interns should be extremely detail-oriented and motivated by the idea that success comes through making the team successful. Interns will be expected to:

- Assist with writing, editing, researching, and compiling briefing materials for Foundation staffers
- Work with different teams to provide administrative and event support, including research and data management and maintenance
- Set and maintain a high bar for excellent customer service

#### \_\_ Office of the Executive Director [Chicago]

From providing analysis and strategy for the future Obama Presidential Center (OPC) to developing the Foundation's operating budget, this team works to advance the Executive Director's portfolio, which includes the Museum, Real Estate, and Finance teams' work-streams.

The Executive Director's interns play a key role in the synthesis of projects related to the OPC, as well as the Foundation's operating budget, and must have strong communication skills, both written and verbal. Interns will be expected to:

- Demonstrate the ability to quickly and accurately absorb new information, and to capture important details from meetings and independent research and generate analysis and work products for the review of senior Foundation staff
- Possess strong analytical skills in order to process and display qualitative and quantitative data—especially in the form of memos, spreadsheets, and slide decks
- Set and maintain a high bar for teamwork and relationship building

#### \_\_ Program [Chicago and Washington, D.C.]

The Program team designs and implements initiatives to inspire, equip, and connect the next generation of civic leaders. Some examples of programs include the Obama Foundation Fellows Program, the My Brother's Keeper Alliance, and our online and in-person civic education trainings.

Program interns play a key role in the development and execution of key Foundation efforts. Interns will be expected to:

- Design and test civic engagement pilot projects
- Conduct research on civic engagement programs and policies around the country
- Conduct outreach to potential program participants and partners
- Provide team-wide operations support, including helping prepare materials for senior leadership, planning major team retreats, and handling day-to-day administrative tasks

#### \_\_ Public Engagement [Chicago]

Chicago is not only the place that President and Mrs. Obama met and raised their family -- it's also the site of the future Obama Presidential Center. This team aims to engage community members and civic leaders across the city to make Chicago a model and laboratory for the most innovative approaches to citizen engagement.

Public Engagement interns will play an integral role in the Foundation's ongoing engagement strategy centered around the Southside of Chicago. Interns will be expected to:

- Assist the team with the planning and execution of community focused events
- Work with our Community Organizer to collect feedback from door to door canvassing and other outreach methods
- Assist with contact and data management within Salesforce
- Draft memos and other collateral as needed

\_\_ Real Estate [Chicago]

The Real Estate team's mission is to plan, design, and construct an innovative and inspiring world-class home for the Foundation, its museum, and its programs. They are tasked with completing the Obama Presidential Center in Jackson Park.

Real Estate interns play a role in the development and implementation of team efforts. Interns will be expected to:

- Assist in the gathering, analysis, and written communication of project data for memorandums and slide deck presentations
- Facilitate coordination of Real Estate project documentation (building models, image boards, drawings) with other Foundation teams for their use
- Provide team-wide project management support, including helping prepare materials for senior leadership, planning and support of stakeholder meetings, and handling day-to-day administrative tasks

\_\_ Research [Washington, D.C.]

The Research team supports the entire Foundation by vetting, fact-checking, and supporting each team's work to ensure the Foundation's partners, events, and programs live up to our values. Interns should have the curiosity and pride in their work to pursue research questions to their fullest extent, and the writing and communications skills to create robust but digestible reporting on their work.

Research interns should have exceptional attention to detail, and should exhibit integrity as they refuse to cut corners on a substantial and detail-oriented workload.

Interns will be expected to:

- Research and vet potential partners as the Foundation grows
- Manage the team's internal workflow and tracking process to ensure that the Foundation's needs are being met
- Draft and complete vetting reports to share with all Foundation teams.

If selected, what is your FIRST choice in team to work with? \*

We will do our best to make assignments based on your preference but cannot guarantee you will get your top choices.

If selected, what is your SECOND choice in team to work with? \*

We will do our best to make assignments based on your preference but cannot guarantee you will get your top choices.

If selected, what is your THIRD choice in team to work with? \*

We will do our best to make assignments based on your preference but cannot guarantee you will get your top choices.

## Short Answer

*Please do not exceed 150 words. We are looking for interns with strong attention to detail. Spelling and grammar are not disqualifiers, but they certainly count.*

\*How would your community benefit from your internship at the Obama Foundation? Be specific in describing the community you hope to serve, and the skills you hope to obtain from this internship.

## Essay

*Please do not exceed 500 words. We are looking for interns with strong attention to detail. Spelling and grammar are not disqualifiers, but they certainly count.*

\*President Obama and Mrs. Obama have reiterated time and again the importance of empowering the next generation of leaders. Write a letter to either President Obama or Mrs. Obama telling them what that means to you.

\*What unique perspective(s) would you bring to the Obama Foundation internship cohort?

## References

Attach Your References

*Please provide the names and contact information for three people who are familiar with your work. These can be people from your professional, academic, or community networks, but they do not have to be. For example, they can be a teacher or a coach, a supervisor or colleague, or a faith leader--so long as they are someone who can speak to what you've included in the application.*

*Please note we will not be accepting reference letters or references from family members.*

*The format must look as follows:*

*Reference:*



- Name:
- Email:
- Phone:
- How is this person familiar with your work? (Please do not exceed 25 words.)

## Source

How did you come across our application?

*Please note that your answer will not impact your application in any way.*

Checkbox:

- Obama.org
- Obama Foundation Social Media
- Other Social Media
- Current Obama Foundation Employee or Intern
- Non-Profit Organization
- Friend
- School/University
- Job or Opportunity Board
- Other

If you chose Non-Profit Organization, School/University, or Other, please share the specific source.