



JOB POSTING: PROGRAM INTERN

Organization

Humanities Texas (HTx), the state affiliate of the National Endowment for the Humanities, advances education through programs that improve the quality of classroom teaching, support libraries and museums, and create opportunities for lifelong learning for all Texans. These programs strengthen Texas communities and ultimately help sustain representative democracy by cultivating informed, educated citizens.

Job description

Humanities Texas seeks to hire a program intern during the summer of 2022.

The position will include making accessibility and content updates to the organization's website as well as general administrative tasks such as filing, assembling mailings, data entry, preparing materials for meetings and public presentations, and supporting operation of the HTx education, grants, and public programs.

The position offers an excellent introduction to the day-to-day operations of an active nonprofit educational and cultural organization serving a diverse, statewide audience.

Qualifications

We're seeking someone who is hardworking, flexible, and able to work independently. Proficiency with word processing, email, spreadsheet, and database software is essential.

Hours and pay

Position will require approximately 20 hours per week. Work will be on-site at our office in central Austin. We offer flexible hours between 9 and 5, Monday through Friday.

The position pays \$18-20/hour depending on experience.

How to apply

Please submit a resume and names of two professional references to jobs@humanitiestexas.org and specify "program intern" in the email subject line. Preliminary review of applications will begin immediately.

Humanities Texas is an equal opportunity employer.
Posted 5/31/22; open until filled.