



Executive Leadership Support Internship

Be at the heart of organizational leadership at a women-led global nonprofit advancing climate justice. As an Executive Leadership Support Intern at Women's Earth Alliance (WEA), you will assist our Co-Executive Directors with strategic initiatives, administrative priorities, and impactful projects. This internship provides a unique opportunity to gain hands-on experience in executive leadership operations while contributing to the work of an organization that uplifts women-led environmental solutions worldwide.

WHO WE ARE:

WEA equips women with the skills and tools they need to protect our earth and strengthen communities from the inside out. We work with local leaders who build up other leaders. Our partners are saving indigenous seeds, planting native trees, selling solar cookers, launching sustainable farms, providing safe water, building composting toilets, protecting land rights, and preserving traditional knowledge in some of the most threatened places on earth.

WHAT YOU'LL DO:

As an Executive Leadership Support Intern, you will gain hands-on experience in the following areas:

- **Executive Support:**
 - Learn how to manage travel logistics, correspondence and scheduling/calendar management.
 - Learn how to prepare materials for meetings, including agendas, presentations, and minutes.
 - Learn how to manage follow-up actions from meetings to ensure timely communication and task completion.
 - Learn how to handle day-to-day administrative tasks such as document

management and data entry.

- **Strategic Coordination:**
 - Learn through research and be able to provide summaries or briefs on key topics to inform decision-making.
 - Stay up to date on relevant news and developments in the field of climate justice and women's leadership.
 - Be able to collaborate and learn with Co-Executive Directors to draft and post captions, reflections, or updates accompanying articles shared on their social media platforms.
 - Learn how to build strategic planning sessions by organizing materials, coordinating logistics, and assisting with documentation.
- **Special Projects:**
 - Learn and support on high-priority projects led by Co-Executive Directors, including organizational development; researching, pitching, and preparing for speaking engagements; partnership outreach; and more.
 - Learn about event planning or coordination for organizational or donor-related events.

WHAT YOU'LL GAIN:

This internship offers extensive professional development opportunities, including:

- Insights into executive leadership and nonprofit management.
- Advanced organizational, time management, and prioritization skills.
- Proficiency in tools like Google Suite, Asana, Slack, and other project management systems.
- Research, writing, social media content creation, and presentation development skills.
- Experience with strategic planning and implementation processes.
- Communication skills through correspondence and relationship-building with partners and stakeholders.
- Mentorship from nonprofit leaders with decades of experience advancing climate justice and women's leadership.

COMMITMENT & STIPEND:

This internship requires a commitment of at least 16 hours per week for 4 months — though we love it when awesome people want to stay and be awesome for longer, so let us know if you're available for a longer opportunity.

Interns receive a total stipend of \$2,000 stipend for the entire 4-month internship period. Academic credit can also be arranged if applicable, though you do not need to be a student

to apply for our internship.

All our internships are remote for the foreseeable future.

HOW TO APPLY:

Visit the Join our Team on our website [<https://womensearthalliance.org/about-us/join-our-team/>] to submit your application. WEA is committed to building a team reflective of the diverse gender, educational, socio-economic, racial, LGBYQIA+, age and cultural backgrounds that make up the global community we serve.