

General Internship Information

Thank you for your interest in a Spring 2020 Cal Rotaract internship! We have lots of amazing opportunities for you to learn about behind-the-scenes work, develop technical and professional skills, and contribute to the community through service. Our positions are open to ALL; no prior experience or involvement is required!

This spring, we are offering the following internships:

- *Design Internship*
- *Historian Team Internship*
- *Human Relations Internship*

You are able to **apply to multiple internship positions, max 3!**

ALL APPLICATIONS ARE DUE BY WEDNESDAY, 2/12 at 11:59PM

- Interviews will take place on **Thursday, February 13th - Sunday, February 16th**
- All interns will be contacted shortly after
- All interns are officially announced at our **General Meeting #2!**

Application Link: tinyurl.com/S20intern

Please note that there will be different requirements and documentation that you may have to provide for different internships. You also will have to sign up for separate interviews per internship. In order to make sure your complete application is received, be sure to read and double-check that you've completed all questions for everything you apply for!

If you have any questions, please feel free to contact specific officers (their contact info will be listed on their applications), or if you have general internship questions, you may contact **executive@calrotaract.org**.

Yours in Service,
Nikita, Yash, Dylan & Nola
Cal Rotaract 2020 Executives

Design Internship

Hello prospective intern,

Thank you for your interest in the design intern position! I will be taking on 1-2 interns this semester. This position will allow you to express your ultimate creativity and style while joining an amazing organization to help our local and global communities. I am in search of folks who are passionate about service and who genuinely enjoy creating art! Some of the projects we will tackle include designing for events, social media, meetings, stickers/buttons, and so much more!

No experience in graphic design is necessary, I encourage everyone to apply! If you do have past experience, please include your portfolio in the intern application.

Skills you will learn:

Design + composition

Marketing

Adobe Illustrator

Leadership, organizational, and time management skills

General duties for interns include:

Assist supervising officer in designing and tasks

Projects can be created, planned, and executed by the intern with the guidance of the Design Chair. You are free to be as creative as you like, pending approval from the Design Chair.

Tabling 1 hr per week, with 2 excused absences

Attend every General Meeting (every other Tuesday), with 1 excused absence

Attend 2 Officer Chat meetings throughout the semester

Attend at least ONE (1) service event per month

Join at least ONE (1) committee (Local, International, or Interact)

Although it may seem like there is a plethora of duties for the design intern position, I guarantee you it is one of the most rewarding and fun experiences. You will have the chance to learn a valuable skill set, make lifelong friendships, and make art!

Thank you again for expressing interest in the design intern position. Good luck and I look forward to reading your application.

Please do not hesitate to contact me at design@calrotaract.org if you have any questions!

Yours in service,

Emily Diehl

Cal Rotaract Design Chair

Historian Team Internship

Hello prospective intern!

Thank you for expressing interest in the Spring 2020 Historian internship. We look forward to reading your application. Before you fill out this application, please be aware that the most important qualification to us is PASSION. A close second is COMMITMENT. We are taking interns that are genuinely interested in photography/videography and are willing to put in the time and effort required of this internship. You do not have to have ANY experience with photography or videography to be selected, we just ask that you be willing to learn. We would prefer that you HAVE A CAMERA(based on internship) available to you. You do not need to have one immediately, but the sooner the better.

GENERAL DUTIES

- >Tabling: 1 hour/week w/ 2 excused absences
- >Officer Chats: Attend 2 OC's (Announcement & Final)
- >Service Committee Intern: Attend assigned Committee meetings and events w/4 excused absences per term
- >General Intern: Create, plan, and execute creative projects marketing Rotaract

SKILLS YOU'LL LEARN

- >Basics of how to use a camera
- >Adobe Lightroom
- >Adobe Photoshop
- >Adobe Premiere Pro
- >Communication and leadership skills
- >Marketing experience
- >Hopefully a family in Cal Rotaract!!

Interns will take, edit, and publish photos for the club. Event albums create an aesthetically appealing and realistic storyline of the event. They should give members who attended something to remember and incentivize future turnout by those who did not attend. Videos should also be taken at each event, which will be incorporated into club videos later on. You will utilize photo-editing/editing software, such as Adobe Lightroom, Adobe Premiere Pro, and Adobe Photoshop (all of which are free for Berkeley students).

This internship will open opportunities for you to practice your crafts, whether it be videography, photography or both. These skills should be applicable to many aspects of your lives and you will be able to take what you learn and grow as an individual creator. Through personal experience, this internship has allowed us to grow and incorporate creativity into our daily lives and has brought us closer to people we now consider family. Even if you have doubts, we highly encourage you to apply!

This semester, we will be selecting 2-3 qualified interns. Applicants will be placed in each internship based on preference (dw, we're not going to make you do something you're not interested in). Applicants must be COMMITTED to this internship. It is not extreme, but it is a time commitment. We're doing our very best to make this a successful semester and we expect the same of you.

SERVICE COMMITTEE INTERN

These interns will choose AT LEAST ONE committee: Local, International, and/or Interact. Interns are responsible for attending both committee meetings and events. In addition, they will take photos for meetings and events and will create promotional videos, event recaps, and miscellaneous projects at our discretion. Amazing way to get involved with the club!

>Local: Meets every other week for 1 hour, 3-4 events during the semester

>International: Meets every other week for 1 hour, 3-4 events during the semester

>Interact: Meets every week for 1 hour, plans Stayover (2 day commitment & video)

GENERAL INTERN

The General Intern will be in charge of managing social media accounts. Projects can be created, planned, and executed by the intern with the guidance of Historians. You are free to be as creative as you like, pending approval from Historians. For example, Big/Little photoshoots, Officer videos, etc. In terms of social media, interns help update the Instagram and YouTube channel. Great for those interested in marketing/social media promotion.

These internships are a stepping stone to becoming an Officer so we highly encourage you to express interest, even if it seems daunting. We promise that it's a worthwhile experience. While some duties are required, we are more than willing to work with you on scheduling and deadlines if you express genuine commitment and passion to these internships. Good luck and we look forward to reading your application!

Yours in Service,
EunJee Choi & Shuka Park
Spring 2020 Historian Team

Human Relations Internship

HELLO! Thank you for your interest in the Human Relations internship! We appreciate your interest and are looking forward to reading your application and meeting you in person :)

As the HR Chairs, we are mainly in charge of:

- Facilitating communication between officers and general members
- Creating palm cards, sign-in forms, and survey forms
- Performing data analysis of our events
- Writing and distributing our bi-weekly newsletters
- Facilitating our Humans of Cal Rotaract feature
- Maintaining slider
- Updating Cal Rotaract Website
- Maintaining Rotatea
- Collecting Intern Bios

This semester, there are going to be TWO (2) open HR internship positions. The position descriptions are listed below. Both positions will allow you to build on marketing, analytical, and interpersonal skills! You will be able to indicate which internship position is your preference. No prior experience is necessary for either position-- EVERYONE is welcome to apply!

GENERAL DUTIES

- Tabling 1 hr per week, with 2 excused absences
- Attend every General Meeting (every other Tuesday), with 1 excused absence
- Attend 2 Officer Chat meetings throughout the semester
- Attend at least ONE (1) service event per month
- Join at least ONE (1) committee (Local, International, or Interact)

In general... this internship is for those who will put interest in the work they do! It is going to be a fair amount of work and fun, but you'll be able to gain the most out of these internships if willing to place yourself in a learning perspective.

Human Relations Intern

- Surveys and Data Analysis
 - Analyze pros, cons, suggestions, etc. for events
 - Develop better event-specific questions that enable us to improve in the future
 - Innovate/come up with ways to get more survey responses
- General Meetings: Sign-In
 - Generally shows up to GMs about 10 minutes early to help me with sign-in
 - Stress availability for showing up to GMs during interviews
- Humans of Cal Rotaract
 - Interview 2 members every two weeks
- Weekly meetings with us (45 min): introduce assignment, answer questions, work together!

Webmaster Focus Intern

- Maintain Website Updates
 - Help update the events calendar every month
 - Change weekly slider on website front page

- Change Rotaract's Latest Picture slides once every month
- Create one website page
 - Pick one of the following topics to upload on the website:
 - One Rotatea blog post
 - Intern Bios page
 - Humans of Cal Rotaract/Alumni Spotlight
 - Rotarian Spotlight Page
 - Learn how to use Wordpress and its features to design the page and ultimately post your page on the website
- Bi-weekly meetings with us for around 45 minutes to an hour: assign tasks, teach how to do assigned tasks, answer any questions, do some task examples together.

Yours in Service,
Shannon Lee and Viviana Lademan
Cal Rotaract Human Relations Co-Chairs