

**INDIANA HUMANITIES
Lilly Scholars Network
Programs Internship**



Organization: Indiana Humanities
Job Title: Lilly Scholars Network Programs Intern
Reports to: Bryana Schreiber, LSN Program Director & Emily Morales, Collegiate Relations & Events Associate
Time Commitment: 10 hours per week
Closing Date for Applying: October 30, 2026
Internship Dates: January 11-April 30, 2027 (16 weeks) with potential opportunity to extend

Position Summary:

[Indiana Humanities](#) and the [Lilly Scholars Network \(LSN\)](#) seek a programs intern to support LSN programming efforts, including Lead Forward Community Grants, LSN Academy, Collegiate Relations, Opportunity Fund, Summer Explorers and Scholar Link.

The programs intern will work with LSN staff to provide operational assistance and support for LSN programs, including reviewing applications, preparing invoices, supporting committee scoring and funding recommendations, and contributing to reporting. Responsibilities include curating and managing content for program promotion and reporting by creating spotlights using Canva, drafting social media content, and extracting quotes and photos from program surveys. Additionally, the intern will aid in developing and maintaining program materials, such as updating slide decks, creating training materials, and refreshing application and website content, while corresponding with Scholars to obtain information and ideate new engagement opportunities.

Though this position is remote, the opportunity to work in the office at Indiana Humanities in Indianapolis, Indiana is open to local candidates. This should be viewed as an opportunity to gain professional experience in a work climate that values quality work, commitment, and the learning experience. A minimum commitment of 10 hours per week is required during the spring semester. A set of core, required weekly hours between 9 AM and 4:30PM (ET) will be established to ensure online overlap with LSN staff.

Minimum Requirements: *Must be a current undergraduate student or recent college graduate* living in Indiana, with excellent communication and operational skills. Candidates may hold any major, and must have an interest in the work of the Lilly Scholars Network. Lilly Endowment Community Scholars are strongly encouraged to apply. Candidates should be detail-oriented, dependable, and able to work independently and with a team, drive and take direction, and meet deadlines.

Primary Duties and Responsibilities:

- Gather information for social spotlights to highlight scholar program experiences. These will be created using existing templates. The intern will post content across platforms (Instagram, Facebook, LinkedIn, Graduway) using HeyOrca and Linktree.

- Review program surveys for completion, growth opportunities and scholar experience to highlight in grant reporting and spotlights.
- Organize and maintain digital files for programs within the LSN Google Drive.
- Track task progress in the Asana project management system.
- Assist with program application, reminders and post-program surveys.
- Develop compelling written content that highlights LSN programs and captures the inspiring stories of our scholars

Compensation: \$18/hr.

Application Deadline: Please submit the following items to Bryana Schreiber via email at info@lillyscholarsnetwork.org by October 30, 2026:

- Resume
- Cover letter
- **From Survey to Socials**
 - Use the [Canva template provided](#) to add project info, photos, map the project location, pull a quote and draft a caption with appropriate social tags. Additionally, draft an email to seek review and approval from the scholar.