



Gadsden City High School Alumni Association Student Internships REQUEST FOR APPLICATIONS

The GCHS Alumni Association is in search of a **team of dedicated student interns from Gadsden City High School** who are interested in gaining experience in the project areas listed below. The positions are **unpaid**, and will require no more than **5-7 hours per week**. Each project area intern will report to a focus area leader on the Alumni Association Task Force. Interested applicants will be highly encouraged to periodically assess personal and professional goals and individually craft projects of their own interest as time and experience grows. The **Alumni Association Task Force leads (Alethia Russell and Raven DeRamus-Byers)** will provide **routine check-ins, mentorship, professional development opportunities, letters of recommendations**, etc. in exchange for interns' service.

Internships will last for **one academic year**; **eligible candidates may reapply** for a position the next academic year.

DEADLINES

Friday, October 29th: [Internship application](#) due by **11:59 PM Central**

Saturday, October 30th: Application will close at **12:00 AM Central**

Monday, November 1st: Applicants will be notified of a decision

Wednesday, November 2nd-Saturday, November 6th: Selected applicants will interview virtually

Tuesday, November 9th: Candidates will be notified of a decision (**attire is business casual**)

Sunday, November 14th: Interns will attend virtual orientation from **6:30-7:30 PM Central**

*If you have any questions about the application, please email gchsalumnio6@gmail.com by **Thursday, October 28th**.*

After submitting your application, please refrain from sending follow-up emails to the Alumni Association Task Force. Due to the high volume of messages received daily, we will not be able to respond to you in a timely manner regarding this application.

ELIGIBILITY

Eligible candidates must be:

- 11th or 12th grade (including full-time dual enrollment students)
- In good academic standing with a 3.0 GPA or higher
- Able to work 5-7 hours per week
- Able to virtually attend Task Force Team Meetings (Bi-weekly Sunday Nights)
- Able to virtually attend weekly check-ins with Task Force Leads

FOCUS AREAS

Publications & Communications

Primary duties include but are not limited to:

- Conducting editorial research and writing for Alumni Association publications
- Finding & pitching alumni stories for Annual Report
- Designing & providing content for Association resources & guides
- Creating social media content from alumni testimonials
- Crafting designs for social media graphics
- Reviewing & editing donor letters, presentations, etc.

Media & Photography

Primary duties include but are not limited to:

- Supporting and capturing images and videos of local businesses, GCHS events, local alumni, etc. for use by the Association.
- Assisting with design & editing of social media content

Community Engagement

Primary duties include but are not limited to:

- Assisting with business and community organization outreach in soliciting sponsorships, donations, advertisements, etc.
- Archiving GCHS & other Gadsden high school yearbooks

Operations & Logistics

Primary duties include but are not limited to:

- Using Google Suites to manage the Association's calendars and organize external files
- Keeping and maintaining important records efficiently
- Transcribing and note taking
- Managing event logistics as needed