



## RESEARCH INTERNSHIP

### Who are we?

Up with People, a 501(c)(3) nonprofit organization, is building a movement and global community of lifelong changemakers, working to advance inclusivity, sustainability, and human rights. Using the arts and dialogue, we want to promote positive change around the world.

For 55 years, UWP's programs have provided transformative experiences for more than 22,000 young adults from 138 countries. We are seeking qualified interns to join our team as we officially launch our newly redesigned programs.

Up with People is searching for talented university students to assist the Up with People corporate archivist. The Up with People Archives are located at Special Collections at the University of Arizona (<https://speccoll.library.arizona.edu/collections/people-archive>). The Up with People Archive consists of historical materials including administrative files, print publications, scores, sheet music, symphony arrangements, photographs of performances and events, and audiovisual items. This temporary internship position requires an interest in archival research, writing, outreach to alumni and related projects.

### What will you do?

- Assist with research related to Up with People Marketing & Communications
- Scanning and emailing digital print documents and images from Research
- Assist in writing of social media articles and historical experiences
- Support Alumni engagement committee to Research and build alumni related information and outreach to alumni
- Regularly communicate with corporate archivist and alumni engagement chair on the status of projects
- Work on any other related projects

### Must Haves

- Excellent organizational skills and attention to detail
- Ability to work collaboratively as well as independently
- Ability to properly handle and care for documents, images and other archival materials
- Excellent written communication skills
- Motivation and willingness to learn
- WordPress knowledge is an asset

### Additional Information

You will be expected to contribute up to 10 hours per week for the duration of your internship, with more hours available when needed (upon approval). We compensate our interns for their contribution to the success of our global organization. The appropriate compensation UWP offers is commensurate with the market and laws of the applicant's place of residence. Compensation

will be further discussed in the application and interview process (taking into consideration the local environment and existing requirements). For example: In Colorado, USA, the compensation rate for this internship would range from \$14-\$18 hourly based upon the applicant's relative experience and qualifications.

**Application Process and additional information**

- Send a copy of Resume/CV and Cover Letter to [employment@upwithpeople.org](mailto:employment@upwithpeople.org)
- Remote interview process

*Are you determined to contribute to the mission of Up with People, but are missing some of the above-mentioned requirements? Reach out anyway! Share your background and motivation with us. Our organization is growing, and we are looking for dedicated, enthusiastic teammates.*

**Up with People is a proud Equal Opportunity Employer**