**Organization Name**

**Contact Info:** [Enter organization website; phone; name and email of contact person]

**Position:** [Type the name of the intern position title. *Having a specific title, such as “Social Media Intern” or “Community Outreach Intern” helps students identify opportunities that are aligned with their interests. Students are also more likely to review an internship posting that has a specific title.*]

**Deadline for Application:** if applicable

**Description:**

[Type a description of the organization, including the services your organization provides, the population or clientele your organization serves, and your organization’s mission and goals statement. *100-150 words*.]

**Internship Training**

* [List 3-5 specific professional skills, knowledge, or soft skills that the intern will developed through training, mentorship, teamwork, etc. over the course of the internship]
* [Who will supervise the intern and/or team the intern will be working with]

**Intern Roles/Responsibilities**

* [List the specific work tasks, projects, or assignments that the intern may work on]
* [Include any specific scheduling requirements here]

**How to apply/Compensation**

[Provide information on how the student can apply to your internship. What documents do you want students to submit, how, and to whom? Provide any compensation information- such as hourly pay or stipend]