



**2020-2021 Administrative Aide Internship Volunteer Program
Proposal**

OUTREACH

Priorities

Staff up & Optimize Efficiency!

1. Recruit 5-10 legislative/administrative aide interns for Executive Committee members and Chairs.
2. Internship will last for 6 months and will be offered as credit for qualifying students
3. Optimize administrative and legislative flow and efficiency

Process

- 20 Hours-Per Week, 6 month cycles
- Administrative Duties (agenda drafting, motion & resolution drafting, communication, scheduling & community outreach)
- School Credit
- Pre-grad/Post-grad prerequisites

Needs & Action

- Program Lead/Coordinator
- Call for Submissions
- Vetting and interviews
- Program Structure
- Orientation & Training
- Program Execution timelines

Goals

- Call for Submissions: August 1st, 2020
- First Round Offers: August 15th, 2020
- Orientation & Training: September 1st
- Program 1 Target Launch: September 15th, 2020 – March 15th, 2021

- June 2021 Program II Call for Submissions Target