



WOMAN'S NATIONAL DEMOCRATIC CLUB

Internship Opportunities

The Woman's National Democratic Club (WNDC) seeks student volunteer interns to support our organization in our Washington DC clubhouse. The WNDC is a hub for civic engagement, learning, and political action that brings together hundreds of members of all genders and backgrounds living in the Washington metropolitan area and across 23 states.

WNDC is a meeting place for Democrats, independents, and progressives to come together to share, promote, and protect democratic values. However, as a 501(c)(7) "social club," WNDC is not an advocacy group and is not formally affiliated with the Democratic Party.

Interns learn under the guidance of our seasoned Board of Directors. Each internship may be aligned with the intern's experience, interests, and capabilities, but their main duties include:

- Coordinating educational programs and supporting meetings and events.
- Researching policy issues and legislation.
- Drafting letters, articles, social media posts, and reports on policy issues and WNDC activities.
- Collecting data and updating databases pertaining to WNDC members and operations.
- Assisting with day-to-day office work and responding to member and constituent requests.

Internships generally last for 12 weeks or one semester, but the timeframe may be adjusted based on the student's academic schedule. Internships typically are unpaid, and applicants are encouraged to apply for outside grants and funding during their internship.

Qualifications: Undergraduate and graduate students actively enrolled in an accredited community or four-year college who have an interest in civic engagement, communications, politics, and policy and have strong research, writing, management, and social skills. There are some limited opportunities for students with backgrounds and interests in finance, museum studies, and marketing.

Applications are accepted on an ongoing basis. Applications are currently being accepted for 12-week volunteer assignments for the Fall and Spring semesters of the 2026-27 academic year. Applications are reviewed and offers are made on a rolling basis. Email is the preferred method of

receipt of applications.

If you are interested in applying for an internship with the WNDC, please submit a cover letter summarizing your interest and for which semester you are applying, a resume, and two references combined into a single PDF to:

Kathy Rondon, Director of Human Resources
Woman's National Democratic Club
1526 New Hampshire Avenue NW
Washington, D.C. 20036

Email: HR@democraticwoman.org