



Director Larry Birns  
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# COHA Internship Application

## Personal Information

Name:

Date:

Email:

Primary Phone Number:

Secondary Phone Number:

Home Address:

## Education

College:

Graduate    Undergraduate

Major(s):

Minor(s):

Year of Graduation:

Language Skills:

## **Internship Information**

Start Date:

End Date:

*Summer Internships—14 weeks; remainder of year—18 weeks.*

Days and hours you are available to work at COHA:

Will you be gaining academic credit for your internship?    Yes    No

All interns will also be Research Associates and will write for COHA, however, each intern is required to take on various tasks. Rank your top three choices for administrative positions, 1 being your first choice. Be sure to read position descriptions carefully on our website under “Internships.”

Intern Coordinator

Mailing List Manager

Promoter (Intern Articles)

Washington Report on the Hemisphere (WRH) Managing Editor

WRH Subscription Manager

Extramural Coordinator (Manages articles written by those not in the office)

Fundraising/Grant Committee

IT Manager (Manages COHA’s Online Presence)

Press Manager (COHA in the Public Arena)

Social Media Manager

## **Questions**

**How did you hear of COHA's internship program?**

**Why are you applying to COHA?**

**Please list any office experience.**

**Describe previous experience in Latin American or Canadian studies, or other relevant experience, if any.**