

National Student Board Member Association Summer 2025 Internship Program

Title: Programs and Events Intern

Organization: National Student Board Member Association (NSBMA)

Location: Remote (US-based)

Duration: June - August 2025 (Part-time, 20-25 hours/week)

Compensation: \$400 Weekly Stipend*

The [National Student Board Member Association](#) (NSBMA) is seeking a motivated and enthusiastic student to join our intergenerational team of student voice ambassadors to support upcoming programming, including the largest nationwide conference by and for student board members in the United States.

About Us

The National Student Board Member Association (NSBMA) is a student-led, intergenerational organization dedicated to empowering student leaders who serve on boards of education across the United States. NSBMA is committed to fostering student voice and leadership in education policy and decision-making, ensuring that the perspectives of young people are heard and valued in shaping the future of our nation's schools.

NSBMA is incubated by the National Center on Education and the Economy (NCEE), a leading nonprofit dedicated to helping educators and policymakers build equitable, high-performing and sustainable education systems through global, future-facing insights.

Position Overview

The intern will support NSBMA programs and events, with a focus on the Student Trustee Action Readiness Training virtual conference (START), that will take place on August 15-17, 2025. START is our largest training event for student board members, where they learn about school board governance processes and mechanisms, develop policy-writing skills and meet other student board members from across the country. More information about START is available at the conference webpage: nsbma.net/start2025

In addition to programs and events, NSBMA may require support in other areas such as policy, communications and outreach, etc.

*The weekly stipend of \$400 is calculated for 25 hours per week and may be adjusted as required based on working hours and schedule.

Key Responsibilities

1. **Assist in Conference Planning:** Work closely with the Programming Director and other members of the NSBMA team to plan and execute all aspects of the Student Trustee Action Readiness Training (START) virtual conference.
2. **Outreach:** Reach out to student board members, school districts and boards of education across the country to encourage participation in the conference and provide them with necessary information.
3. **Logistical Support:** Assist in logistical tasks such as scheduling sessions, coordinating speakers, and managing virtual platforms.
4. **Content Coordination:** Help organize conference materials, including presentations, handouts, and resources for participants.
5. **Promotion and Marketing:** Assist in promoting the conference through social media, email campaigns, and other channels to ensure maximum attendance.
6. **Attendee Support:** Provide support to conference attendees before, during, and after the event, including troubleshooting technical issues and answering inquiries.
7. **General Assistance and Support:** Provide support to NSBMA on other topics as required.

Qualifications

- Currently either a high school student or enrolled in a college or university program, preferably in education, communications, event management, or a related field.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in using virtual meeting platforms and online collaboration tools.
- Ability to work independently and as part of a team in a remote setting.
- Previous experience in event planning or student leadership is a plus.
- Prior involvement in the NSBMA network and/or activities is preferred, but not required.

Please Note:

- To apply for this position, you must be available to work for 20 to 25 hours per week for at least ten weeks between June 1 and August 31.
- Having a U.S. bank account is strongly encouraged.
- Incoming student board members for the 2025-26 school year will not be considered for this internship.

How to Apply

To apply, please submit the **completed [application form](#)** by **Sunday, April 20th at 11:59pm PDT**.

The National Student Board Member Association is an equal opportunity employer and values diversity. We encourage individuals from all backgrounds to apply and do not discriminate on the basis of race, color, religion, gender, national origin, sexual orientation, genetic predisposition, disability, family status or any other status or characteristic protected by law.