

Job Description: Internship- International Visitor Program Specialist

Description

Founded in 1979, the [Colorado Springs World Affairs Council](http://www.worldaffairscouncils.org) is a non-partisan, not-for-profit, educational organization. Our purpose is to help prepare this and the next generation to be more informed citizens of a global power and more effective participants in a global marketplace. An informed and engaged citizenry must be the foundation for shaping policy in a free society. This is especially true in the domain of foreign policy, where global issues are increasingly complex and international relationships are increasingly interdependent.

The Council's programs include member education programs (speaker series and discussion groups), participation in the U.S. State Department's International Visitors Leadership Program, and programs for high school education.

The Council is a member of the World Affairs Councils of America (www.worldaffairscouncils.org), a national network of over 90 autonomous councils across the United States and Global Ties, U.S., a national organization dedicated to fostering relationships through international exchange programs. We are looking for an intern interested in assisting with administrative support, social media assistance, and programs and events.

This intern will report to the International Visitor Program Manager. The intern who fills this position should expect to assist in a variety of tasks. It's essential that applicants to this position have excellent oral and written communication skills, demonstrate creativity, have strong researching skills, and understand the importance of attending to small details. Hours are flexible although weekly status meetings will be required by conference call or in-person meetings. This position is anticipated for the Fall 2021 semester (roughly mid-August to mid-December) with a possible extension.

To apply please send letter of inquiry and resume to Jamie Bequette at jamie@csworldaffairs.org. In letter, describe professional writing experience, and research and organizational skills.

Responsibilities

- Responsibilities will vary and support our international visitor's program.
- Responsibilities may include:
 - Administrative support for International Visitors Leadership Program (IVLP) groups, including compilation of program books and other written materials, research, connecting with community resources, updating databases, etc.
 - Assist with IVLP programming, both in-person and virtual projects
 - Draft content, post and monitor all forms of social media
 - Draft content for newsletters, website, etc.

Requirements

Applicants must have strong communication and research skills. Bachelor's degree or in pursuit of degree preferred, however not required. Relevant majors may include Communications, Marketing, International Studies, or Nonprofit Administration. Applicants should also have strong writing skills, as well as a solid understanding of social media. Only applicants proficient with Microsoft Excel and other Microsoft Office applications should apply.

Hours and Compensation

Hours may vary between 10-15 hours a week. Compensation will be commensurate with experience and education. Hourly wage between \$12-\$15. No benefits, PTO, holiday or sick pay.

Application Deadline

Sunday, August 1, 2021.