

Program Internship

Title: Program Intern

Position Overview: The Program Intern is a critical support position that enhances the effective implementation of Global Ties Iowa programs. This is a semester-long internship with the opportunity for renewal into the fall semester and onward. Interns are required to work for 10 hours a week with opportunities for remote work. Interns receive a \$1,500 stipend, divided into \$500 after 5, 10, and 15 weeks.

Interns play a crucial role in the success of Global Ties Iowa's mission and are highly valued as part of the team. This position is ideal for anyone who wants to contribute in significant ways to the operations of a non-profit organization, enhance their global cultural competency, work with U.S. State Department programs, and develop and implement projects that may be used to demonstrate work experience to potential employers.

Global Ties Iowa student staff and interns have gone on to attend graduate and professional schools, secure overseas State Department internships and Fulbright Awards, work at area non-profit organizations (e.g., Peace Corps, March of Dimes, Domestic Violence Intervention Program) in a leadership capacity, and for national organizations, such as the Atlantic Council.

Essential Functions and Duties:

- Help develop, implement, and maintain program procedures
- Facilitate the International Visitor Leadership Program (IVLP)
 - Secure State Department-sponsored visits to eastern Iowa
 - Write proposals to the National Program Agencies (NPAs) that highlight area resources and why incorporating eastern Iowa would make a significant contribution to the IVLP
- Program IVLP visits under the supervision of the Program Coordinator and the Executive Director
 - Identify relevant resources for IVLP programs as instructed by NPA or Executive Director
 - Schedule professional meetings and cultural activities for international visitors
 - Draft program books and volunteer guides
 - Send thank you notes to local professionals and volunteers
- Maintain and manage local resource database
- Attend Global Ties Iowa-sponsored events
- Help with other miscellaneous tasks as needed

Requirements:

- Be a U.S. citizen or otherwise able to work in the U.S.
- Currently enrolled in a program of study
- Work 10 hours per week based on an established schedule, with potential for hybrid work. If you are unable to fulfil your hours, you should contact the Executive Director
- Conduct yourself in a professional manner and abide by all Global Ties Iowa procedures and policies

- Collaborate and cooperate in the development, implementation, and maintenance of all Global Ties Iowa programs and initiatives as needed
- Work independently and manage multiple tasks in a timely manner

Special Responsibilities:

- Serve as a Citizen Diplomat and represent eastern Iowa and the strategic objectives of the U.S. Department of State, Bureau of Educational and Cultural Affairs, to the world
- Greet, guide, and host visiting international professionals from around the world and communicate that they are welcome here

Desired Skills and Abilities:

- Experience using Microsoft 365
- Strong written communication skills
- Experience in program coordination
- Comfortable with cold calling and contacting local organizations and businesses
- Interest in or experience learning other languages and intercultural studies
- Interest and belief in the principles of creating an inclusive and welcoming community where diversity and belonging is valued
- Curiosity and a growth mindset

To Apply:

- Please send a current resume or CV and a letter of interest to Amy Alice Chastain at amy.chastain@globaltiesiowa.org and cc connect@globaltiesiowa.org
- Letters of interest should include why you are interested in a Global Ties Iowa internship, the specific internship you are seeking, your year and major, and your availability
- Applications are due by **Monday, April 15th**. Interviews will be conducted on a rolling basis

About Global Ties Iowa:

Global Ties Iowa is a community-based, member-driven non-profit organization that creates, supports, and sustains citizen diplomacy initiatives in eastern Iowa's Creative Corridor.

Global Ties Iowa coordinates people-to-people exchanges between international visitors and residents of eastern Iowa's Creative Corridor. As a member of Global Ties U.S., Global Ties Iowa collaborates with the U.S. Department of State's International Visitor Leadership Program to host current & emerging international leaders who work in both public and private sectors. By programming meetings between visitors and their professional peers, hosting Iowa Table dinners, and sharing the rich culture of our community, Global Ties Iowa connects the world and the heartland.