

Global Ties Iowa

Internship Posting

Title: Communications and Story Telling Intern

Position Overview: The Communications and Story Telling intern is a critical support position that enhances the effective implementation of Global Ties Iowa programs and works to increase the public's awareness about the value of exchange programs in promoting international peace and prosperity. This is a semester-long internship with the opportunity to receive a \$500 stipend after an evaluation halfway and another \$500 after the completion of a successful internship.

Essential Functions and Duties:

- Draft and schedule social media posts
- Ensure social media accounts are engaging with other accounts by liking, sharing, commenting, and responding to DMs
- Design graphics for social media that meet Global Ties US branding guidelines
- Manage the social media calendar and adjust the posting schedule as needed to accommodate current needs
- Expand social media and community presence in conjunction with the social media calendar and current needs and initiatives
- Draft blog posts for the website (program recaps, news, and stories)
- Assist Communications Coordinator in proofreading newsletters, emails, and blog posts
- Build database of stories (including program alumni and volunteers) through written and recorded means to use throughout communications channels
- Attend Global Ties Iowa-sponsored events such as the Annual Membership Meeting and the Celebration of Citizen Diplomacy
- Help with other duties as assigned

Requirements:

- Work 10 hours per week based on an established schedule. If you are unable to fulfill your hours, you should contact the Manager of Programs and Operations, or, in their absence, 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.
- Currently enrolled in a program of study
- 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:

- Strong written communication skills
- Excellent knowledge of social media platforms and of analytical tools (Instagram, Facebook, Twitter, LinkedIn)
- Creative mindset that can develop new strategies for increasing engagement
- 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

Additional Preferred Qualifications:

- Knowledge of Canva
- Knowledge of Hootsuite, SocialBlu, and/or Meta Business Suite
- Graphic design skills
- Experience in journalism (journalistic writing style/interviewing skills/storytelling)

To Apply:

- Please send a current resume or CV and a letter of interest to Amy Alice Chastain, at director@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.
- Application will remain open until position is filled.

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.