

# Global Ties Iowa

## Fellowship Posting

**Title:** Communications Fellowship

**Position Overview:** The Communications Fellow is a critical support position that enhances the effective implementation of Global Ties Iowa programs. This position works to increase the public’s awareness of (1) Global Ties Iowa’s mission, vision, and values, (2) its ongoing programming, (3) funding needs, and (4) the value of hosting international visitors in promoting international peace and prosperity.

This position requires a 12-month commitment, averaging 10 hours per week. The Communications Fellow will spend the Spring 2024 semester learning from the current Communications Coordinator (\$1500 stipend). Then, during the summer, they will transition into the role of Communications Coordinator (\$15 per hour) and remain in this position through at least Fall 2024.

**Essential Functions and Duties:**

- Maintain and enhance website operations using Wix
- Lead the promotion of Global Ties Iowa opportunities
  - Compose and send volunteer calls and event invitations to send to Constant Contact mailing list
  - Promote open internship and staff positions
- Produce monthly e-newsletters using Constant Contact
- Design Annual Report at the end of the fiscal year
- Write blog posts for the website covering organizational news, programs, events, etc
- Assist Executive Director in proofreading newsletters, emails, and blog posts
- Oversee the Communications and Storytelling Intern
  - Lead development of social media strategy
  - Proofread drafted social media posts
  - Identify necessary social media posts
  - Ensure that all posts follow Global Ties U.S. branding standards
- Respond to relevant emails in the shared email inbox
- Attend Global Ties Iowa-sponsored events such as the Celebration of Citizen Diplomacy
- Help with other duties as assigned

**Requirements:**

- Availability during summer 2024
- Work 10 hours per week based on an established schedule. 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:**

- Current undergraduate student in good standing or recent graduate
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to work independently and as a member of a busy team
- 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
- Desire to learn from the current Communications Coordinator and contribute significantly to Global Ties Iowa operations.

**Additional Preferred Qualifications:**

- Experience using Canva, Wix, Constant Contact, Hootsuite, and/or Airtable
- Graphic design skills
- Demonstrated proficiency in management of web and social media platforms
- Experience in journalism (journalistic writing style/interviewing skills/storytelling)
- Potential for commitment to the position beyond the initial 12 months

**To Apply:**

- Please send a current resume and a letter of interest to Amy Alice Chastain, at [amy.chastain@globaltiesiowa.org](mailto:amy.chastain@globaltiesiowa.org) and cc [connect@globaltiesiowa.org](mailto:connect@globaltiesiowa.org).
- Letters of interest should include why you are interested in a Global Ties Iowa internship or position, the specific role you are seeking, your year and major, and your availability.
- Applications are due by Friday, December 1<sup>st</sup>. Interviews will be held 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.