

Social Media and Storytelling Internship

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 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 work for national organizations, such as the Atlantic Council.

Essential Functions and Duties:

- Implement the social media strategy in compliance with Global Ties U.S. branding guidelines
 - Brainstorm, write, and schedule social media posts
 - Manage the social media editorial calendar and adjust the posting schedule as needed to accommodate current needs
 - Ensure social media accounts are engaging with other accounts by liking, sharing, commenting, and responding to DMs
 - Expand social media and community presence in conjunction with the social media calendar and current needs and initiatives
- Draft blog posts for the website covering organization news and alumni
- 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 Meeting and the Celebration of Citizen Diplomacy
- Help with other duties as assigned

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. 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:

- Strong written communication skills
- Knowledge of social media platforms and of analytical tools (Instagram, Facebook, 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:

- Experience using Microsoft 365
- Knowledge of Canva, Hootsuite, Airtable, and/or Meta Business Suite
- Experience in journalism (journalistic writing style/interviewing skills/storytelling)

To Apply:

- Please send a current resume 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
- 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.