

Global Ties Iowa

Internship Posting

Title: Membership and Development Intern

Position Overview: Membership and Development Intern is a critical support position that enhances the effective implementation of Global Ties Iowa's programs and that works to engage area students and community residents as part of Global Ties Iowa's vision to foster a more peaceful and prosperous world. 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:

- Help develop, implement, and maintain membership/fundraising projects and procedures developed by the Board of Directors (membership drives, membership recognition, coordinating volunteers)
- Coordinate all member-related functions in cooperation with committee, staff, and Executive Director (meet and greets, Annual Membership Meeting, citizen diplomacy trainings etc.)
- Manage Constant Contact list of sponsors, members, and volunteers
- Manage the membership and volunteer database
- Monitor sponsorship renewal calendar and send renewal notices
- Identify grants and assist with writing grants
- Collaborate with the communications team to send digital and mailed marketing and development communications as necessary
- Attend Global Ties Iowa-sponsored events such as the Annual Membership Meeting and the Celebration of Citizen Diplomacy
- Respond to community, volunteer, and donor inquiries
- Help with other duties as assigned

Requirements:

- Work 10 hours per week based on an established schedule. If you are unable to fulfil 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

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, verbal, and interpersonal communication skills
- Ability to make cold calls
- 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:

- Strong networking skills
- Ability to prioritize a variety of tasks and projects simultaneously
- Attention to detail and the ability to proofread written communication materials prior to publication
- Knowledge of Constant Contact

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 and 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.