

Job Description: Citizen Diplomacy Intern
Program: Citizen Diplomacy Program

The Citizen Diplomacy Intern aids International House under the auspices of the U.S. State Department, facilitates with the exchange of foreign leaders into the Charlotte-Mecklenburg area to experience local business and community resources first hand. Foreign professionals are selected by the U.S. Embassy locations abroad to come to the United States on a 3-week visit to meet with their professional counterparts, to exchange ideas and to learn more about U.S. business and culture. When visitors are assigned to visit Charlotte, International House's Citizen Diplomacy Department prepares their professional and cultural program by identifying professionals and volunteers in the community who would be appropriate matches for the visiting internationals.

Interns will engage in an experiential learning experience through which they learn what is involved in the daily operations of the International House's Citizen Diplomacy Program. Interns will work under ongoing supervision of the Program Director and Program Associate and receive an on-going training in area of citizen diplomacy, cross-cultural competency, international relations, and community outreach and partnership building. Individuals interested working in the field of international affairs and diplomacy, public policies, human rights, grassroots advocacy, nonprofit and government sector will additionally benefit from this experience. Interns will develop skills in program planning, proposal development, project management, marketing, public relations, social media, and information management experience.

Areas volunteers will gain experience in include:

- Research and Development
 - Identify potential program themes for international visitors by conducting research on local industry companies and cultural events/attractions
 - Maintain current information files on the City of Charlotte and its resources (professional and cultural)
 - Expand professional and resource base
- Marketing
 - Assist in developing a promotional packet containing information on International House services and on the Charlotte area
- Program design and itinerary preparation
 - Make logistical arrangements for visitors (hotel, transportation)
 - Arrange visitors' information packets
 - Assist in creating visitors' programs by identifying appropriate professional counterparts in Charlotte and setting up meetings
 - Create visitors' itineraries once professional program has been set up
- Data Maintenance
 - Record visits, professional resources, and cultural resources in program database

Time Commitment:

- Minimum of 15 hours per week during the hours 10 a.m. -5:30 p.m
- Must be able to commit to a full semester, 3-4 months

Qualifications:

- Excellent organizational and communication (both oral and written) skills
- Independent, responsible, and self-motivated
- Cultural awareness and sensitivity
- Computer proficiency required (Microsoft Office and Google docs)

To apply, please send your resume and a writing sample to Nina Batson, Citizen Diplomacy Program Manager at nbatson@ihclt.org