

Position Description: Citizen Diplomacy Internship
Department: Community Engagement
Program: Citizen Diplomacy/ International Visitors

Location: 1611 E. 7 th Street Charlotte NC 28204 704-333-8099
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International House is a nonprofit organization that empowers immigrants and international culture to thrive in Charlotte. International House enriches the lives of immigrants, residents, and the community of Charlotte through cross-cultural connections that foster understanding and fuel inspiration. Our hands-on programs help immigrants settle and succeed in this region while helping residents and businesses connect with people and cultures from around the world.

The Citizen Diplomacy Program (CDP) Intern aids in International House under the auspices of the U.S. Department of State's Bureau of Educational and Cultural Affairs through supporting the CDP Manager and Officer in welcoming international visitors from all over the world for short-term professional global exchange programs. Participants are between the ages of 20-50 and specialize in a variety of different topics such as entrepreneurship, corporate social responsibility, youth activism, human rights, etc. The CDP oversees the preparation and execution of the professional and cultural program for participants who are visiting Charlotte, North Carolina by identifying professionals and volunteers in the community who would align with the visitors' program objectives. The CDP coordinates many programs including but not limited to the International Visitor Leadership Program (IVLP), the Young Leaders of the Americas Initiative (YLA), Young Transatlantic Innovation Leaders Initiative (YTILI) and Open World.

Interns will engage in a service-learning experience through which they will gain insight into what is involved in the daily operations of International House's Citizen Diplomacy Program. Interns will receive ongoing training in the areas of citizen diplomacy, cross-cultural competency, international relations, community outreach, partnership building, and administrative duties. Individuals who are interested in working in the field of international affairs, diplomacy, public policies, human rights, grassroots advocacy, the nonprofit and government sector will additionally benefit from this experience. Interns will develop skills in program planning, proposal writing, project management, public relations, and information management experience.

Roles and Responsibilities:

- Research and Development
 - Identify local companies/organizations that align with international visitors' program objectives by conducting research on local industry companies and cultural events/attractions.
 - Assist the CDP Manager and Officer in the development of proposals for different cultural exchange initiatives.
- Administrative
 - Assist CDP Manager and Officer in creating schedules and program materials.
 - Secure meetings with local Charlotte counterparts through cold outreach (email and/or phone)
 - Send thank-you letters to local Charlotte resources.
 - Record visits, professional resources, and cultural resources in program database
 - Generate narrative reports and 'success stories' for the marketing team to distribute across different platforms.

Time Commitment:

- Minimum of 12-16 hours a week for a full school year (August 2023- May 2024)
- IH Office is open Monday-Thursday from 9 AM – 5 PM for in-person, weekly hours.
 - *Exact schedule determined by intern class schedule and CDP program calendar.*
- Hybrid schedule: many projects and assignments for CDP can be completed remotely.
- Some evenings and weekends may be requested, especially when we have international visitors on site with us for programming; weekend or evening projects will contribute to the weekly hour requirement.

Qualifications:

- Highly organized individual with strong oral and written communication skills
- Independent, responsible, and self-motivated
- Strong computer proficiency skills (Microsoft Office)
- Cultural awareness and sensitivity
- International exchange experience is a plus, but not required.
- Experience with SharePoint and Canva is a plus, but not required.

Additional Details:

- This is an unpaid internship opportunity which may be eligible for university credit, depending on the interns' academic department and area of study.
- Exact schedule TBD based on intern class schedule and any paid work obligations.
- International House requires all staff and interns to be fully vaccinated against covid-19, and to provide proof of vaccination prior to starting internship.

To apply: Please send your resume and a cover letter to

**Lauren Rogers, Director of Community Engagement at Lrogers@ihclt.org, as well as
Alexandra Potter, Citizen Diplomacy Program Manager at apotter@ihclt.org.**

If selected for additional consideration, you'll be contacted via email by IH staff to schedule an interview and submit a writing sample.