



## Semester or Summer Internship Opportunities

Global Ties KC recruits up to three unpaid interns every school semester and summer break. An internship provides students and young professionals with valuable experience in an exciting international non-profit environment. Global Ties KC interns have the opportunity to network with over 150 visitors from across the globe; gain invaluable nonprofit, international relations, fundraising, and media experience; and become a citizen diplomat by promoting diplomacy in Kansas City. This internship also provides the skills needed in a variety of employment settings. Internships are unpaid, volunteer positions. There is an *encouraged* minimum of 10 hours a week for three months/ one school semester.

### Professional Expectations:

- Interest in citizen diplomacy, public diplomacy, nonprofit leadership, global engagement, or international education and exchange
- Detail oriented
- Maturity and sense of humor
- Strong writing and communication skills
- Experience with MS Office (Word and Excel)

*Intern tasks can vary based on interest and skill-level. Major tasks are grouped in either Global Programming or Marketing.*

### Task Descriptions – Global Programming:

- Assist with writing program proposals by researching local resources corresponding to program themes
- Attend meetings with international visitors when needed
- Create welcome packets for visitors, and write thank you letters
- Assist in other special projects as required

### Task Descriptions - Marketing and Social Media:

- Manage and edit content on [globaltieskc.org](http://globaltieskc.org)
- Conduct environment scan of relevant events and articles related to citizen diplomacy, nonprofit leadership and international education and exchange
- Draft and develop content for social media (Facebook, Twitter, LinkedIn) posts
- Create flyers for events and programs
- Create infographics regarding visitor statistics for website and social media
- Research effective methods to increase website traffic
- Assist with other research projects

Applications must contain a cover letter and a resume or CV. Interviews are conducted on a rolling basis. Please email application materials to Sarah Lowderman, Program Director, at [slowderman@globaltieskc.org](mailto:slowderman@globaltieskc.org).