

## Communications Intern – INTERNSHIP DESCRIPTION

### Organization Description:

Global Ties Kalamazoo exists to enrich local community with global diversity through relationship building. We began as an exchange program within the WMU School of Social Work in 1971, and evolved to our current status as an independent, volunteer-driven, professionally-run citizen diplomacy organization, based in downtown Kalamazoo. One of our overarching goals is to leverage international networks for the greatest local impact, doing our utmost to reach members of our community with the least access to international engagement and interaction. In 2019, we brought 382 emerging leaders from 58 countries to Kalamazoo. In 2021, in a 100% virtual environment, we hosted 583 individuals from 112 countries. As an organization, we have invested a great deal of effort in recent years to involve ever broader and more diverse segments of the Kalamazoo community in our work. Throughout the COVID-19 pandemic, we have suspended in-person international exchange programming and undertaken virtual programs, working on projects that connect Kalamazoo with the world, rebuilding connectivity and mutual understanding across real and imagined borders.

### Internship Objective:

An internship at Global Ties Kalamazoo can jumpstart a career in international relations, nonprofit management or public administration with a unique international edge. Interns will assist with communications and in developing well-rounded programs. Interns can expect to enhance their cross-cultural perspective and awareness; develop international relationships and contacts; build their skillset with real world experience; and help Global Ties Kalamazoo fulfill its mission.

### Desired Skills:

Excellent organizational skills; social media savvy; the ability to prioritize and perform under tight deadlines; commitment to equity and anti-racism; great communication skills required. Previous international/intercultural experience is helpful but not required. Curiosity and creativity are most welcome.

### Sample Intern Responsibilities:

- *Social Media: Help maintain a supportive and active social networking community;*
- *50th anniversary: Help collect data and stories as we continue to celebrate our big birthday.*
- *Programming: Help organize and coordinate events and meetings; prepare materials, schedules, etc. for upcoming programs.*
- *Content creation: Assist in creating compelling content about our work and our alumni*
- *Perform other duties as appropriate.*

**Hours:** 10 hours per week @ \$15 per hour

**Minimum:** one term

**To apply:** Submit CV/resume and cover letter to [info@globaltieskzoo.org](mailto:info@globaltieskzoo.org)