

## Program 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, business, public administration, among many other fields, with a unique international edge. Interns will assist in developing well-rounded programs with local organizations, businesses and institutions that meet the learning objectives of both emerging leaders that visit us from around the world, and the interests of our local community. Interns will assist in planning, promoting and executing programs and events. Interns can expect to enhance their cultural competence and project management skills, develop international relationships and contacts; learn about drafting competitive proposals; interact with local leaders; and contribute to international diplomacy “one relationship at a time”.

### Desired Skills:

Excellent organizational skills; the ability to prioritize and perform under tight deadlines; interest in intercultural engagement; commitment to equity and anti-racism; the ability to communicate effectively orally, in writing and in other ways. Previous international/cross-cultural experience is helpful but not required. Curiosity and creativity are most welcome.

### Sample Intern Responsibilities:

- *Assist in Program Recruitment:* Search databases for potential programs; review with staff and volunteers; prepare program proposal drafts to successfully secure programs; follow-up with program agency representatives to assure a successful bid and a successful program.
- *Programming:* Organize and help coordinate events and meetings for program participants; prepare materials, schedules, etc. for upcoming programs; confirm appointments.
- *Program Hosting:* Escort program participants to local appointments and events (all virtual at present).
- *Database Maintenance:* Maintain and upload program information into organization databases.
- *Event Planning:* Assist in coordinating/publicizing special events.
- 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)