



POSITION DESCRIPTION: Internship

Interns are a critical component of Global Ties KC. Interns are invited to actively contribute to the mission of Global Ties KC by connecting Kansas City to the world. We are in need of interns, where applicants will be asked to attend 1- 2 staff meetings per week, plus completing assigned tasks independently.

Our volunteer intern positions are for upper-class high schoolers, undergraduate, and graduate students — the internship will be catered to your level of experience in a professional setting. Successful applicants will be invited to work with Global Ties KC and will be expected to take on a significant role with the organization. Interns will have the opportunity to gain invaluable nonprofit, international relations, fundraising, and media experience; and become a citizen diplomat by promoting diplomacy in Kansas City. These internships will also provide the skills needed in a variety of employment settings.

Interns will be overseen by Global Ties KC staff. Internships are unpaid, volunteer positions. We encourage 5-15 hours per work week for three months/ one school semester. Extra consideration will be given to applicants who have ties to/knowledge of the Greater Kansas City area and Community.

Overview

Interns work closely with the entire team on all aspects of event planning and implementation. Interns will also work collaboratively on a broad range of tasks including, but not limited to: posting to and monitoring social media channels, updating various databases, participation and note-taking in international meetings, nonprofit leadership, and international education exchange.

Currently looking for Summer and Fall 2023 interns!

Essential Duties and Functions

- Event implementation
- Communications, Design, Publications, and Social Media Support
- Conduct environment scan of relevant events and articles related to citizen diplomacy, public diplomacy, nonprofit leadership, and international education and exchange
- Monitor relevant social media channels
- Draft and develop content for social media (Facebook, Twitter, LinkedIn) posts
- Draft and develop website updates

Qualifications

- Strong writing, communication, and organizational skills
- Experience with MS Office (Word and Excel)
- Background and/or interest in citizen diplomacy, public diplomacy, nonprofit leadership, global engagement, or international education and exchange
- Ability to work under minimal supervision
- Detail oriented
- Maturity and sense of humor

- Ability to transition easily from working as a team player to working independently
- Desire to grow and learn from experience
- Flexibility and ability to adapt to changing work demands, as well as ability to juggle multiple tasks and deadlines
- Highly organized, reliable, and strong attention to detail

To apply, please do the following:

1. Please submit a cover letter describing your interest and qualification for the specific position for which you are applying
2. Include a current resume

Submit via email (preferred) to info@globaltieskc.org

Only applications submitted per the above procedure will be accepted for review. Global Ties KC is an equal opportunity employer and is committed to a diverse and inclusive workplace.