

Internships and Volunteer Opportunities

The World Affairs Council seeks interns and volunteers for the departments listed below.

Comments: All World Affairs Council interns and volunteers are unpaid. Interns are encouraged to attend monthly lectures and forums sponsored by the Council. Recruiting for positions is ongoing. Student applicants seeking an internship for academic credit must make arrangements for this through their university or college and should submit their university/college guidelines with their application. Credit is entirely at the discretion of the intern's university or college. Persons assisting the council who do not receive academic credit will be deemed a volunteer.

Application Instructions

Interested applicants should submit a cover letter, resume and the intern/volunteer application form to volunteer@worldoregon.org or to 620 SW Main Street, Suite 333, Portland, OR 97205. Since we accept applications year-round it would be helpful if you could let us know in your cover letter:

1. What do you hope to gain from this internship/volunteer opportunity?
2. What course work and/or experience do you have that would make you a valuable intern/volunteer?
3. What aspects of the internship are you most interested in and how do they pertain to your educational and career development?
4. How many hours will you have available to volunteer at the Council during the Monday-Friday, 9 a.m.-5 p.m. workweek?
5. When would you be available for an interview?
6. When would you be able to start?
7. If you have a definite or even approximate end date, please let us know when that is.

INTERN: ADMINISTRATION & DEVELOPMENT

Summary

The World Affairs Council is seeking an intern/volunteer (part-time 15-20 hrs) to support the organization's overall management and assist in special projects proposed by the Council's executive team. The ideal candidate is a college graduate who is looking to improve his/her desirability within the non-profit workforce by gaining hands-on experience assisting the management team of a local non-profit. Intern/volunteer will be the single and primary assistant to the *Membership Manager*, *Vice President*, and *President*.

Intern/volunteer will

- Manage all mail correspondence with a membership of 1700 constituents
- Manage our online membership database
- Process membership and event purchases
- Process incoming mail
- Attend and assist Council board committee meetings, taking notes and preparing for distribution and managing scheduling and correspondence
- Assist with development research and routine development tasks
- Assist with the Young Professionals Program
- Assist with event preparation
- Complete special projects

Preference is given to candidates who are

- Detail-oriented
- Proficient in Microsoft Word and Excel (database and design skills a plus)
- Patient and flexible
- Self motivated and directed
- Creative, positive, and professional
- Interested in international affairs

Comments

All World Affairs Council internships are unpaid. Interns are encouraged to attend monthly lectures and forums sponsored by the Council. Recruiting for positions is on-going. This position requires a minimum four-month 15hr/wk commitment, and availability to attend board committee meetings scheduled throughout the week.

INTERN: COMMUNITY CONNECTIONS

Summary

The World Affairs Council is seeking an intern (on a part-time basis) to support the *Community Connections* Program (CC) team by performing a variety of duties. *Community Connections* is a nationwide, federally-funded program administered locally by the World Affairs Council of Oregon. The CC team is responsible for bringing professionals from the former Soviet Union to the Portland area for three-week professional development programs. Visitors stay with local volunteer host families. The intern will have the opportunity to become familiar with an aspect of American foreign policy, which supports public diplomacy, builds public-private partnerships and creates professional linkages between host communities and the visitors' home community. The intern will have the opportunity to escort visitors to appointments, attend professional meetings and meet Council staff working in additional areas that may be of particular interest to the intern. Interns must commit to 20 hours a week over a 3 or 4 –day period. For more information about the *Community Connections* program, please see the website at: www.worldoregon.org/visitors/community.php.

Primary Responsibilities

- Internet research for visitors' professional and cultural program
- Draft visitors' professional and cultural program
- Assist with locating homestay hosts for visitors
- Organize activities for visitors and local hosts
- Assist with securing professional appointments for visitors
- Accompany visitors to appointments
- Assist with the organization of orientations and seminars for visitors and hosts
- Draft thank you letters and evaluations
- Data input
- Assist with other administrative tasks such as preparing information packets for hosts and binders for visitors, ordering brochures, photocopying, answering phones, archiving and filing.

Qualifications

Preference is given to persons who are studying or have studied in the areas of International Affairs, Intercultural Communications, Language Studies, Political Science, or related field.

- Excellent interpersonal skills and some experience with intercultural communication is helpful;
- Excellent written and verbal communication skills;
- Excellent attention to detail;
- Proficient in Microsoft Word and Excel; Database skills a plus;
- Excellent organizational skills;
- Ability to multi-task;
- A sense of humor is a plus.

Comments

All World Affairs Council internships are unpaid. Interns are encouraged to attend monthly lectures and forums sponsored by the Council. Recruiting for positions is on-going. A three-month commitment is preferred.

Application Instructions

Please see the volunteer and intern opportunities page for application instructions at <http://www.worldoregon.org/more/volunteer.php>.

INTERN: INTERNATIONAL VISITOR PROGRAM (IVP)

Summary

The World Affairs Council is seeking an intern (on a full-time or part-time basis) to support the International Visitor Program (IVP) team by performing a variety of duties. The IVP team is responsible for the programming for approximately 400 international visitors each year participating in short-term professional study programs. The intern will have the opportunity to become familiar with an aspect of American foreign policy, which promotes person-to-person diplomacy through international friendship and understanding. S/he will be encouraged to escort visitors to appointments and attend professional meetings and will have an opportunity to meet Council staff working in additional areas that may be of particular interest to the intern. Intern must commit to 20 hours a week over a 3 or 4 -day period.

Primary Responsibilities – Planning IVP visitor programs

- Internet research and updating professional resources throughout Oregon.
- Drafting correspondence to secure professional meetings and home hospitality for the visitors.
- Researching and drafting proposals for incoming visitor delegations.
- Drafting visitors' professional program.
- Researching cultural activities and sightseeing tours for visitors.
- Compiling statistics on visitors.
- Maintaining and updating program outreach databases.
- Helping with other administrative tasks of the IVP team such as preparing information packets for visitors, ordering brochures, writing thank you notes, photocopying, answering phones, archiving and filing.

Qualifications

Preference is given to persons who are studying or have studied in the areas of International Affairs, Intercultural Communications, Regional Studies, Language Studies, or related field.

- Excellent attention to detail.
- Very strong editing and writing skills.
- Strong interpersonal skills.
- Interest in international affairs and other cultures.
- Proficient in Microsoft Word and Excel. Database skills a plus.
- Positive attitude, flexibility, and ability to multi-task.

Comments

All World Affairs Council internships are unpaid, so course credit through your college or university is required. Interns are encouraged to attend monthly lectures and forums sponsored by the Council. A three month commitment is required.

Application Instructions

Please see page the volunteer and intern opportunities page for application instructions. <http://www.worldoregon.org/more/volunteer.php>