



Internships and Volunteer Opportunities

The World Affairs Council seeks interns and volunteers for the departments listed below. The Council will contact all candidates who have applied for internships and volunteer positions.

Possible openings for:

Membership/Administration (includes *From Awareness to Action!*)
International Visitor Program/Community Connections
Programs on World Affairs
Development
Volunteer Coordinator

Comments:

All World Affairs Council interns and volunteers are unpaid. Interns who want academic credit must arrange this through their university or college. Internship applicants in this category should submit their university/college guidelines. Academic credit is entirely at the discretion of the intern's university/college. Persons assisting the council who do not receive academic credit will be deemed a volunteer. Interns and volunteers are encouraged to attend monthly lectures and forums sponsored by the Council.

Application Instructions

Interested applicants should submit a cover letter, resume, two references, and 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. How many hours will you have available to volunteer at the Council during the Monday – Friday, 9 a.m. – 5 p.m. workweek?
2. When would you be available for an interview?
3. When would you be able to start?
4. If you have a definite or even approximate end date please let us know when that is.

Please also answer the following questions in your cover letter:

5. What do you hope to gain from this internship/volunteer opportunity?
6. What course work and/or experience do you have that would make you a valuable intern/volunteer?
7. What aspects of the internship are you most interested in and how do they pertain to your educational and career development?

Additional Volunteer Opportunities

We also seek “on-call” volunteers for the departments listed above on an ongoing basis for both short-term and long-term projects. If you are interested in volunteering for the Council, please submit a cover letter, resume, two references and an intern/volunteer application to volunteer@worldoregon.org or to 620 SW Main Street, Suite 333, Portland, OR 97205.



INTERN/VOLUNTEER APPLICATION FORM

NAME: _____

ADDRESS: _____

TEL: _____

EMAIL: _____

In case of emergency contact:

Name: _____

Relationship: _____

Tel: _____

I am applying to the:

- Internship Program
- Volunteer Program

For internships only:

University/College Internship Contact Person: _____

Contact Address: _____

Contact Tel: _____

Contact Email: _____

Academic Institution: _____

High School Students only:

High School: _____

Contact Person: _____

Please check the department you are applying to work with:

- | | |
|--|--|
| <input type="checkbox"/> Administration/Membership | <input type="checkbox"/> International Visitor Program |
| <input type="checkbox"/> Development | <input type="checkbox"/> Programs on World Affairs |
| <input type="checkbox"/> Volunteer Coordinator | |

INTERN: MEMBERSHIP/ADMINISTRATION

Summary

The World Affairs Council is seeking an intern/volunteer (on a full-time or part-time basis) to assist with all aspects of managing the Membership and Administration departments. The Membership department is responsible for the coordination of all aspects of corporate and individual membership and donor relations. The intern will have the opportunity to become familiar with non-profit membership and further develop his/her research and writing skills. In addition to membership support, the intern will become familiar with various aspects of non-profit management. She/he will be encouraged to attend lectures and other events at the Council and will have an opportunity to meet Council staff working in additional areas that may be of particular interest to the intern.

Primary Responsibilities

- Research prospective corporate members and donors.
- Research Member Night opportunities; help plan.
- Maintain donor and sponsor information packets.
- Help with member renewals and surveys.
- Draft and edit correspondence, information materials, and website information.
- Maintain and update program databases.
- Process records and updating institutional archive.
- Help with other administrative tasks such as photocopying and filing.

Qualifications

Preference is given to persons who are studying or have studied in the areas of Business Management, Marketing, Journalism, Public Relations, International Affairs, Public Affairs, Non-profit Management or related field.

- Strong interpersonal skills.
- Extremely organized, meticulous, and detailed-orientated.
- Excellent editing and writing skills.
- Interest in fundraising, special events, member relations, media relations, and international affairs.
- Ability to navigate databases.
- Proficient in Microsoft Word and Excel.
- Professional manner, positive attitude, flexibility, and sense of humor.

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. We prefer a three-month commitment.

Application Instructions

Please see the volunteer and intern opportunities page for application instructions.

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 team by performing a variety of duties. The IVP Team is responsible for the programming for over 500 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 four-day period.

Primary Responsibilities – Planning IVP visitor programs

- Internet research and updating professional resources throughout Oregon.
- Arranging professional meetings, sightseeing tours and home hospitality.
- Compiling statistics on visitors.
- Maintaining and updating program outreach databases.
- Attending and reporting on City Council meetings.
- Helping with other administrative tasks of the IVP Team such as preparing information packets for visitors, writing thank you notes, photocopying, answering phones, 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. Recruiting for positions is on-going. A three month commitment is required.

Application Instructions

Please see the volunteer and intern opportunities page for application instructions.

INTERN: COMMUNITY CONNECTIONS (CC)

Summary

Community Connections (CC) is a nationwide, federally-funded program administered locally by the World Affairs Council of Oregon. This program brings professionals from the former Soviet Union to the Portland area for three-week professional development programs. Visitors stay with local volunteer host families. (For more information about the *Community Connections* program, please see the website at: www.worldoregon.org/visitors/community.php)

Primary Responsibilities

- Locating homestays for visitors
- Organizing activities for visitors and local hosts
- Making professional appointments for visitors
- Accompanying and/or transporting visitors to appointments
- Assembling background materials and other information for visitors and hosts
- Organizing orientations and seminars for visitors and hosts
- Handling program logistics (transportation, hotel reservations, etc.)
- Informal interpreting for Russian visitors (as applicable)
- Writing thank you letters and evaluations
- Data input and other clerical work

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 interpersonal skills
- Excellent written and verbal communication skills
- Well organized, good attention to detail
- Computer competence (Word, databases, Excel)
- Excellent organizational skills

Comments

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Application Instructions

Please see the volunteer and intern opportunities page for application instructions.

INTERN: PROGRAMS ON WORLD AFFAIRS

Summary

The World Affairs Council is seeking volunteers and/or interns on a full-time or part-time basis to support its Programs on World Affairs. Programs on World Affairs is a department of the Council responsible for arranging approximately 40 public events, forums, and lectures annually. It also performs some of the groundwork for the International Speaker Series. Responsibilities include topic and speaker research, press relations, outreach, and maintaining and coordinating the organization's website and newsletter. Volunteers/interns will have the opportunity to become familiar with the development and administration of programs for a non-profit educational organization and the challenge of broadening public understanding on a variety of international issues and foreign policy topics.

Primary Responsibilities

- Generating and sending press releases/event announcements.
- Assisting with website updating.
- Maintaining and updating program outreach databases.
- Assisting with program and event logistics.
- Drafting correspondence to speakers and funding sources, including thank you letters.
- Researching speaker possibilities and program topics.
- Researching background materials on current international issues.
- Helping with other administrative tasks of Program Team such as document and file organizing and archiving.

Qualifications

Preference is given to persons who are studying or have studied in the areas of International Affairs, Political Science, History, Public Affairs, Public Relations, Marketing, or related fields. Persons with career experience and sufficient time are encouraged to apply; there are also some slots for especially capable high school seniors. Skills of particular usefulness include:

- Good proofing and writing skills.
- Mature, professional manner on the phone and in person.
- Interest in international affairs.
- Proficient in Microsoft Word and Excel. Database and DTP skills a plus.
- Positive attitude, flexibility, reliability, and a sense of humor.

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. We prefer at least a three-month commitment. Please see the volunteer and intern opportunities page for application instructions.

INTERN: DEVELOPMENT

Summary

The World Affairs Council has an immediate opening for an intern to assist the Vice President of Development and Administration in donor development, preparation of grants, and developing a planned giving program.

Primary Responsibilities

- Research potential grant opportunities
- Document information for potential grants (areas of interest, requirements, contact information, any previous contact with our organization, etc.)
- Create calendar for grant application deadlines and other important dates
- Assist with compiling information needed for grant applications
- Research potential donors (companies doing business locally and internationally)
- Compile information (i.e; where they do business, size of company, contact information, etc.)
- Research planned giving programs
- Develop marketing materials for planned giving program
- Develop contacts for planned giving program (attorneys, tax advisors, etc.)
- Develop information packet for planned giving program

Qualifications

Preference is given to persons who are studying or have studied in areas of Non-profit management or persons with related career experience.

- Excellent writing and editing skills
- Well organized, good attention to detail
- Proficient with Microsoft office suite, especially Word and Excel applications
- Positive Attitude, flexibility, sense of humor
- Familiarity with local philanthropic community a plus

Comments

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Application Instructions

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INTERN: VOLUNTEER COORDINATOR

Summary

The World Affairs Council of Oregon is seeking a student intern, work-study student, or volunteer to manage our Volunteer/Internship program.

Primary Responsibilities

- Assist with recruitment of volunteers and student interns
- Update volunteer job descriptions as necessary
- Post position vacancies
- Maintain up-to-date information regarding resources for volunteer recruitment
- Schedule interviews for applicants
- Conduct orientation sessions for new volunteers and interns
- Assist with training new volunteers and interns in basic office procedures
- Coordinate schedules for volunteers/interns
- Other administrative tasks related to volunteer management
- Serve as liaison between staff and volunteers/student interns
- Ensure that internship requirements are met (including number of hours, evaluation, learning objectives, etc.)
- Provide general administrative assistance as needed to Vice President of Administration and Development

Qualifications:

Preference is given to persons with an Interest in learning Volunteer Management, Non-Profit Management and/or persons who are studying or have studied in the areas of International Affairs, Intercultural Communications, Regional Studies, or a related field

- Proficiency with Microsoft Office Suite, especially Word, Excel and Powerpoint
- Excellent Interpersonal and Organizational skills
- Interest in learning Volunteer Management, Non-Profit Management

Comments

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Application Instructions

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