

The Minnesota International Center (MIC)

Position Title: World Affairs Intern

<http://www.micglobe.org/internships/worldaffairs.php>

Background: The Minnesota International Center (MIC) is a not-for-profit, nonpartisan, community organization. Our mission is to inspire community to understand global issues and cultures in an ever-changing world. MIC is affiliated with the World Affairs Councils of America, the Foreign Policy Association, the National Council for International Visitors and NAFSA: the Association of International Educators.

MIC's public and community programs address current international issues in a number of formats including breakfast and lunch meetings, evening receptions, seminars, symposia, roundtables and discussion group formats.

Responsibilities/Duties: To work in an administrative capacity for World Affairs programs providing:

- Assist in materials preparation, registration and follow-up for events
- Assist in generating and distributing event publicity materials
- Assist in production of event record keeping
- General clerical duties: mailing, telephoning and preparing written correspondence
- **Content research on topics related to the program**
- **Assist in preparation of educational materials for events**
- Research and identify organizations and individuals potentially interested in receiving promotional materials
- Assist in maintenance of files

Qualifications:

- Strong organizational skills
- Ability to work independently
- Ability to work on several projects simultaneously
- Strong communication skills and the ability to interact with the public
- Strong word-processing and database skills are preferred

Interns volunteer 10 hours per week, between the hours of 9 a.m. and 5 p.m., Monday through Friday. Internships are available during the following time periods:

Spring Semester (January - May)

Summer (June - August)

Fall Semester (September-December)

