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)