



Global Minnesota[®]

Connect. Inform. Engage.

International Student Engagement & K-12 Education

Global Minnesota Spring Internships are **14-week \$500 stipend** opportunities that provide exposure into one of the largest World Affairs Councils in the United States. Throughout the internship, you will gain **hands-on experience** working in a **nonprofit setting**, expand your professional network, and develop a deeper understanding of **K-12 Education and International Student Engagement** areas. Activities are based on business needs and do not involve project ownership. Our internships are **approximately 10 hours per week**, generally between 9:00 am and 5:00 pm, Monday through Friday, and based on mutually agreeable schedule.

About the internship:

Global Minnesota offers globally-focused opportunities for all ages in programs that take place in classrooms and communities across the state. Last year, the Classroom Connection program reached more than 1,500 students and brought over 3,400 hours of cultural learning into classrooms in Minnesota. For high school students Global Minnesota offers an annual Academic WorldQuest international knowledge competition, serving as the local coordinator for the World Affairs Councils of America's national competition. Global Minnesota International Student Engagement initiatives offer a variety of ways for international students to connect, get informed, and engaged with Minnesota resources via social, career, and networking events, free membership, and internship opportunities.

Program features include:

- Hands-on experience working for a World Affairs Council nonprofit organization
- Two assigned supervisors who will provide training and guidance
- Opportunity to join Global Minnesota staff meetings to gain deeper understanding of our operations
- Free admittance to selected public programs
- Complimentary Global Minnesota membership
- Networking opportunities
- Gain both clerical and program-specific skills
- Optional stipend of \$500 available

What the internship will look like:

- Research Academic WorldQuest related U.S. foreign policy topics and develop questions to assist in Academic WorldQuest resource development
- Prepare and assemble class visit materials
- Assist in coordinating class visit logistics
- Accompany international volunteers to schools and into classrooms
- Handle follow-up communication with teachers, and thank you notes

- Compile and record K-12 program information for Global Minnesota's database
- Help assess international student needs and interests and brainstorm low barrier ways to engage
- Support and participate in international students events in the Twin Cities area
- Assist in the development of newsletters and social media posts targeted to international students through research and content development
- Other tasks may be assigned based on individual interests.

What you bring to Global Minnesota:

- Must be pursuing an Associate's, Bachelor's, or Master's degree, or have recently graduated
- Nonprofit Management, Global Studies, International Relations, Public Policy, Peace Studies, and Political Sciences or Area Studies majors preferred but not required
- Previous work and/or volunteering experience ideal
- Experience with Raiser's Edge database software a plus
- Excellent social media skills
- Driving license and access to a car preferred

Skills & mindset:

- Dependable, globally-minded students with an interest in learning and the ability to write well, pay attention to details, be part of a team, and respond to feedback would be a great fit for this opportunity.

Timeline of program:

- **Start date:** week of January 29
- **Expected completion:** week of May 3

Reports to: K-12 Education Program Manager and Volunteer & International Student Engagement Manager

Important considerations:

- Able to work in-person at the Global Minnesota office 6 to 8 hours a week and up to 2 to 4 hours remotely
- Access to equipment and shared-drive will be provided in-office only
- This is an unpaid internship with an optional \$500 stipend available to those who successfully complete 12-14 weeks at about 10/hours week
- The internship involves engagement with important daily tasks and is not set up to lead or own independent end-to-end projects

More about Global Minnesota:

Global Minnesota is the state's leading non-profit for international engagement. Global Minnesota is a nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.6 million budget, Global Minnesota continues 70+ years of connecting Minnesotans to the world and the world to Minnesota. For more, visit our website at: www.globalminnesota.org.