



Global Minnesota®

Connect. Inform. Engage.

International Professional Exchanges Internship

Global Minnesota Fall Internships are **12-14-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 our **International Professional Exchanges** area. Activities are based on business needs and do not involve project ownership. Our internships are **approximately 10 hours per week**, with the majority of that time in the office on Tuesdays through Thursdays between 10:00 am and 5:00 pm, based on a mutually agreeable schedule.

About the internship:

Global Minnesota serves as the Minnesota coordinator for the **U.S. Department of State's** premier professional exchange program, **International Visitor Leadership Program (IVLP)**, which brings about 400 visitors to Minnesota each year. Global Minnesota's role is to identify and arrange meetings with the most important local resources in their field of interest. The **International Professional Exchanges** Intern assists at every stage of this process, from the initial proposal to the final itinerary.

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 administrative and program-specific skills
- Optional stipend of \$500 available

What the internship will look like:

Support Local Resource Meetings and Reporting:

- Research local topics and prepare proposals and/or case studies
 - Research and identify potential resources
 - Reach out to request donated meeting space
 - Confirm local meetings through Google Calendar
 - Prepare detailed final ground itineraries, confirmation messages and thank you communications
 - Set up program templates like Program Book and Trello Project lists
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- Enter data from the meetings into our permanent CRM for the purposes of reporting

Support International Visitor Experience:

- Support creation of final itemized agendas for visitors
- Collect local resources' biographies for final agenda
- Review Welcome Book for visitors and make suggestions
- Assemble and distribute Welcome Bags at hotel
- Communicate updates/changes with hotel and ground transportation
- Provide media and communications support in the form of obtaining group photos, short stories and social media posts documenting international visitors' trip
- Follow up with the visitors to gain their survey responses
- If schedule allows, meet with the visitors, ensuring they have access to loaned cold weather gear
- If schedule allows, attend city orientation and join local visits

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
- Strong interest in working on detailed projects that require a commitment to accuracy
- Previous office and project experience and strong communication skills strongly preferred
- Previous work and/or volunteering experience ideal
- Experience with Raiser's Edge database software or another CRM a plus

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:** first or second week of September
- **Expected completion:** first or second week of December

Reports to: Professional Exchanges Manager and International Exchanges Coordinator.

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.