



Global **Minnesota**[®]

Connect. Inform. Engage.

Strategic Communications 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 **Strategic Communications** area. Activities are based on business needs and do not involve project ownership. 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 3:00 pm, based on a mutually agreeable schedule.

About the internship:

Global Minnesota's Marketing & Communications Internship plays a critical role in telling the story of Global Minnesota and how we advance international understanding and engagement every day. The **Strategic Communications Intern** assists with marketing and promotion of Global Minnesota events and other program areas including Great Decisions Discussion Groups, K-12 Education, and Professional Exchanges.

Program features include:

- Hands-on experience working for a World Affairs Council nonprofit organization
- One assigned supervisor 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:

- Drafting communications for event attendees and organizing outreach and reminder notifications
- Assists with social media promotion across Facebook, Twitter, LinkedIn, & Instagram platforms
- Assisting in authoring content for the weekly E-News and Global Connect newsletters
- Supporting the Global Minnesota Podcast with editing and software transcription support
- Implementing website updates using WordPress
- Refreshing program flyer content using Microsoft Publisher

What you bring to Global Minnesota:

- Must be pursuing an Associate's, Bachelor's, or Master's degree, or have recently graduated
- Nonprofit Management, Marketing, Global Studies, International Relations, Public Policy, Peace Studies, and Political Sciences or Area Studies majors preferred but not required
- Strong written and verbal communication skills in English required
- Previous work and/or volunteering experience ideal
- Experience with WordPress, Adobe Creative Suite, Microsoft Office software, and audio/visual technology 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 August

Reports to: Marketing and Communications 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
- Strong English language abilities required to support media content development and proof-reviews
- 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.