Global Minnesota®

Connect. Inform. Engage.

# Strategic Communications Internship

**Global Minnesota Spring Internships** are **12-14-week $500 stipend** opportunities that provide exposure into one of the largest World Affair 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 per week***, with the majority of that time in the office on **Tuesdays and Thursdays** between 9:30 am and 3:30 pm, based on a mutually agreeable schedule.

**About the internship:**

Global Minnesota's Strategic 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 World Affairs Events, 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, LinkedIn, & Instagram platforms
- Assisting in authoring content for the weekly E-News and Global Connect newsletters
- Refreshing program flyer content using Microsoft Publisher & Canva
- Authoring select communications including press releases and media advisories
- Supporting strategic communications project research and developing best practice guides

**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, Canva, Adobe Creative Suite, Microsoft Office software, and audio/visual technology a plus
- Social media experience including Facebook, LinkedIn, and Instagram 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**: end of January or early February
- **Expected completion**: first or second week of May

**Reports to:** Marketing and Communications Manager

**Important considerations:**

- Able to work in-person at the Global Minnesota office 6 to 8 hours a week on **Tuesdays and/or Thursdays**, 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 10 weeks at about 10/hours week
- *If the intern is interested, additional hours may be added at the supervisor's discretion, with mutual agreement
- Interns contribute to ongoing initiatives aligned with organizational needs, working collaboratively with the team, rather than managing independent projects
- Availability to support events across different program areas is key to getting the most out of the internship experience

**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 75 years of connecting Minnesotans to the world and the world to Minnesota. For more, visit our website at: www.globalminnesota.org.