



IMPACT INTERNSHIP

The **Utah Council for Citizen Diplomacy (UCCD)** is an independent, nonpartisan, nonprofit organization dedicated to promoting global understanding and respect between the people of Utah and other nations. In 2016, the UCCD welcomed over 400 International Visitors to Utah for professional and cultural exchanges through the Department of State's International Visitor Leadership Program. Since 2006, UCCD has partnered with Westminster College to present the Ambassador John Price and Marcia Price World Affairs Lecture Series designed to engage Utahns in key foreign policy and international business issues.

This intern will assist the Executive Director in collecting follow-up stories from International Visitors, Professional Resources, and Home Hosts as a method of measuring impact and continuing the outreach of UCCD.

Position Title:	Program Associate Intern, Impact Researcher
Hours:	15 hours a week
Commitment:	6 months or 2 semesters
Benefits:	School credit, Letter of Recommendation, & \$500 stipend per semester completed successfully

RESPONSIBILITIES:

- Contact International Visitors via email, 2 weeks, 6 months, & 12 months after their visit to Utah to inquire if their visit had an impact on the work they are doing back home. Stories may consist of written feedback, photos, and videos.
- Contact Professional Resources and Home Hosts in Utah to inquire if there are any stories or insight they would like to share their experience with the International Visitors.
- Share these stories of impact on the UCCD website via blog posts and on social media.
- Create a qualitative report from the stories collected.
- Assist with WorldQuest global trivia competition.

Intern will learn the following skills from successful completion of this internship: Story-telling; Qualitative research analysis; Data collection; Data entry; Public Relations; Website Management.

We are seeking an enthusiastic, outgoing individual with excellent communication skills, the ability to work independently, and a passion for contributing to global understanding. Communication skills are a plus. Candidates must be detail oriented – our work requires scrupulous attention to detail. This unpaid internship is open to students and graduates. This internship may qualify for college credit - check with attending college or university for requirements. The successful candidate will have reliable transportation - business-related reimbursable mileage offered.

Position Qualifications:

- Impeccable attention to detail
- Has a positive and outgoing attitude
- Self-starter; able to work with little supervision
- Strong writing/editing and verbal communication skills
- Some computer proficiency

- Adheres to the highest standards of protocol, business etiquette, and diplomacy in all interactions and communications with constituents

To Apply:

- Submit a single file PDF document that includes a cover letter addressing why this internship interests you and resume to Felecia Maxfield-Barrett, Executive Director, fbarrett@utahdiplomacy.org
- Applications accepted until position is filled
- Position available February 2018.