



## **PROGRAM ASSOCIATE INTERN**

### **Description of the Utah Council for Citizen Diplomacy (UCCD):**

The Utah Council for Citizen Diplomacy believes that everyone has the right, even the responsibility to help shape U.S. foreign policy “one handshake at a time,” and since 1967, we at UCCD have fostered citizen diplomacy by creating meaningful person-to-person interactions with individuals from other countries and cultures.

UCCD works with the U.S. Department of State’s International Visitor Leadership Program and other exchange programs to welcome hundreds of emerging leaders from around the world to Utah to meet with like-minded professionals, businesses, government agencies, and organizations to exchange best practices and create networks while experiencing Utah’s unique culture. Additionally, UCCD invites the local community to attend the World Affairs Lecture Series that features experts who come from a wide range of disciplines to speak about relevant foreign diplomacy topics resulting in a globally savvy community. UCCD offers a dynamic working environment with ample opportunities to learn about global issues and cultures while creating professional networks with international, national, and local individuals.

We are seeking an enthusiastic, outgoing individual with excellent communication skills in English, the ability to work independently, and a passion for contributing to global understanding. Candidates must be detail oriented – our work requires scrupulous attention to detail. This is an unpaid internship, but college credit and a stipend will be provided upon successful completion of the internship. The successful candidate will have their own transportation and business-related mileage will be reimbursed.

<b>Position Title:</b>	Program Associate Intern, International Visitor Leadership Program (IVLP)
<b>Hours:</b>	Minimum 20 hours a week and must be available to be in the office 3 days of the work week
<b>Commitment:</b>	6 months or 2 semesters
<b>Benefits:</b>	School credit, Letter of Recommendation, & \$500 stipend per semester completed successfully

### **RESPONSIBILITIES:**

Assist Program Team in planning and implementing professional and cultural programs for incoming International Visitors:

- Research local professional resources, programming themes, and cultural opportunities for the International Visitor Leadership Program
- Contact local resources to arrange professional meetings for International Visitors
- Prepare local professional programs and welcome packets
- Meet with International Visitors and accompany them to professional appointments
- Assist in preparation for and attend community events including the World Affairs Lecture Series
- Provide administrative support, as necessary

### **Position Qualifications:**

- Demonstrates a commitment to teamwork
- Impeccable attention to detail
- Able to manage projects simultaneously while being highly organized
- Has a positive and outgoing attitude

- Self-starter; able to work with little supervision
- Strong writing/editing and verbal communication skills
- High level of computer proficiency
- Ability to analyze and think critically, resourceful
- Personal integrity and discretion
- 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 and resume to Felecia Maxfield-Barrett, Executive Director, [fbarrett@utahdiplomacy.org](mailto:fbarrett@utahdiplomacy.org)
- Applications accepted until position is filled
- Position available January 8, 2018