



PROGRAM ASSOCIATE: YOUTH PROGRAM 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.

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 all students; however preference will be given to students who are currently working on a master's degree or higher. 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.

This intern will assist the Executive Director in planning, implementing, and managing a new youth pilot program called the Global Citizen Leadership Program. This pilot program will focus on youth ages 14-20 to become more globally aware, engage with the local community through service projects, and develop their leadership skills through citizen diplomacy activities throughout the course of one year, at which time they will be presented with a certificate of completion.

Position Title:	Program Associate Intern: Youth Program
Hours:	15-20 hours a week
Commitment:	Preferred 3 semester commitment, but willing to entertain a 2-semester commitment
Benefits:	School credit, Letter of Recommendation, & \$500 stipend per semester completed successfully.

RESPONSIBILITIES:

- Creating a self-tracking certification for the Global Citizen Leadership Program.
- Outreach to youth (ages 14-20) and partnering organizations to provide Citizen Diplomacy training and recruit for the Global Citizen Leadership Program.
- Provide guidance and mentorship to youth program participants
- Provide feedback and recommendations to the Executive Director and Board of Directors regarding program participation and outcomes
- Assist the Events Coordinator recruit youth teams to participate in WorldQuest, a global trivia competition

Intern will learn the following skills from successful completion of this internship: Program planning and management, reporting, public relations, networking and communications, leadership development, training delivery and conversation facilitation, and events planning.

Position Qualifications:

- Outgoing personality and a willingness to talk to people face-to-face

- Impeccable attention to detail
- Positive and outgoing attitude in the office
- Self-starter; able to work with little supervision
- Strong writing/editing and verbal communication skills
- Computer proficient
- 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 June 1, 2018