



1840 S 1300 E Salt Lake City, UT 84105  
801.832.3270 | [utahdiplomacy.org](http://utahdiplomacy.org)

## **UTAH COUNCIL FOR CITIZEN DIPLOMACY FELLOWSHIP Program Associate: International Exchange Diplomat**

### **Introduction:**

The **Utah Council for Citizen Diplomacy (UCCD)** 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. The [Utah Council for Citizen Diplomacy](http://utahdiplomacy.org) (UCCD) is the region’s premier organization for public and citizen diplomacy and professional international exchanges. UCCD has provided area students with internship opportunities for decades.

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 Ambassador Price & Marcia Price World Affairs Lecture Series that feature 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.

UCCD is offering a competitive, intensive, and immersive Fellowship Program for a highly motivated student interested in deepening his/her understanding of a career in the field of international affairs, citizen and public diplomacy, and international exchange.

UCCD is currently seeking a student who can commit to an academic-year length fellowship that would fulfill university credits in either an internship course or independent study course with faculty supervision. Interested students would need to work with their university and UCCD to receive university credit, help identify the goals and desired outcomes of their participation in the fellowship, and commit to a full academic-year, immersive and educational experience.

For fall semester, the fellow has the opportunity to work directly on U.S. Department of State exchange programs, meet with international professionals and community leaders through UCCD’s International Exchange Programs, learn the expectations and requirements for implementing citizen diplomacy and international exchange programs, and develop skills and knowledge on how to plan, implement, and host public events.

During the spring semester, the fellow will design, implement, and manage a substantive project in consultation with UCCD aligned with the interests of UCCD and the student. This project would be something the fellow could add to his or her portfolio and professional resume. The suggested project could include but is not limited to a special event, research, outreach, or youth or school engagement.

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Additionally, the fellow will be invited to attend a national conference in Washington D.C. with either the World Affairs Council of America (November 2019) or the Global Ties U.S. National Meeting (January 2020) - travel expenses covered by UCCD. Both conferences create an opportunity for the fellow to engage and network with international nonprofits from around the country, think tanks in the D.C. area, and U.S. Department of State representatives.

Preferred majors would include (but not be limited to): international relations/affairs, political science, language studies, history, anthropology, international business, public administration, public policy, and more.

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. The successful candidate will have transportation, and business-related mileage will be reimbursed.

<b>Position Title:</b>	Utah Council for Citizen Diplomacy Fellow, International Exchange Diplomat
<b>Hours:</b>	Minimum 15-20 hours a week and must be available to be in the office 3 days of the work week.
<b>Commitment:</b>	1 Academic Year (9 Months) - August 2019 - May 2020
<b>Benefits:</b>	School credit; professional Letter of Recommendation; \$3000 educational stipend (\$1,500 per semester) upon successful completion; travel to Washington D.C.; professional resume content

**RESPONSIBILITIES:**

- Research local professional resources, programming themes, and cultural opportunities for the International Exchange Program
- Enhance citizen diplomacy by contacting 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
- Assist in preparation for UCCD's local Academic WorldQuest competition in November
- Follow up with Visitor alumni to gather and write Friends of Utah stories and post to the blog
- Conduct campus outreach and UCCD promotional event
- Provide administrative support, as necessary

The fellow will learn the following skills from successful completion of this fellowship: Program planning and management, reporting, networking, and communications.

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**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 professionalism
- Demonstrates diplomacy in all interactions and communications with constituents

**To Apply:**

- Submit a single file PDF document that includes a cover letter expressing interest in the fellowship and future endeavors, resume, and two letters of recommendation to Felecia Maxfield-Barrett, Executive Director, [fbarrett@utahdiplomacy.org](mailto:fbarrett@utahdiplomacy.org)
- Accepting applications immediately, until the position is filled
- Position available August 26, 2019

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