



## PROGRAM ASSOCIATE: IMPACT INTERN

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.

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 UCCD supports the student in working with his/her university to receive college credit if enrolled in a course where an internship is required.

**This position is an entry-level internship recommended for undergraduate students. The intern will assist the Executive Director in capturing stories from International Exchange Programs and other program alumni to determine long-term impact of our programming. Secondary, the intern will assist with office administration responsibilities, events, and outreach.**

- Position Title:** Program Associate, Impact Intern
- Hours:** 10 hours a week
- Commitment:** 6 - 9 months – preference will be given to those who can start immediately
- Benefits:** School credit if applicable and a professional Letter of Recommendation

### RESPONSIBILITIES:

- Contact International Exchange Program and other program alumni for up to two years after their visit to Utah to research what they have been doing in their own communities;
- Write a blog about the alumni experience & post to the UCCD website and social media;
- Review collected data, identifying trends, and qualitative data;
- Assist in creating marketing materials based on the collected stories;
- Assist the UCCD team with administrative responsibilities;
- Assist the UCCD team with events, outreach, and volunteer opportunities.

Intern will learn the following skills from successful completion of this internship: Blogging, social media, website development, SEO, organization, time management, data collection and reporting.

**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, resume, and a sample of writing to Felecia Maxfield-Barrett, Executive Director, [fbarrett@utahdiplomacy.org](mailto:fbarrett@utahdiplomacy.org)
- Accepting applications immediately, and until the position is filled.