



Internship Application

INTERNSHIP POSITION:

Marketing and Communications Intern (15-20 hours, unpaid)

Organization Description:

Iowa International Center is a non-profit organization that exists to build cultural respect at home and around the world, one person at a time. Each year the Iowa International Center works with over 150 international visitors from more than 60 countries. Other programs include interpretation and translation services, international events and dialogues. More information is available at www.iowainternationalcenter.org.

Internship Description:

Are you hungry for the opportunity to completely take charge of an organization's communications—from social media to marketing materials to event promotion? Delve into the professional marketing world with the Iowa International Center and spearhead projects that will bring name recognition to the organization and increase our community presence. We're looking for a creative individual able to think strategically to meet our communications goals. Apply today to jump fully into the professional communications world with our nonprofit!

Benefits & Opportunities

- Gain real-world work experience and develop/enhance skills in the areas of marketing, project management, research, problem solving and interpersonal communication
- Increase knowledge and appreciation of other countries and cultures
- Receive academic credit (pending your advisor's approval)

Responsibilities:

- Promote Iowa International Center events and programs on community calendars
- Assist with creating and distributing posters and flyers for monthly Dialogue events
- Assist with monthly e-newsletter - including editing, emailing, and print format development
- Update iowainternationalcenter.org and welcometoiowa.org calendars with free and relevant community events, as well as ongoing IIC events
- Assist with social media including planning, scheduling posts, content review, promotion, graphic development, etc.
- Assist with grant and donor prospect research, proposal writing and editing
- Assist in writing press releases for events and programs
- Update websites and track changes on a weekly basis to ensure content is current
- Assist with content development and design of general marketing materials
- Assist with event management including set up, hosting guests, videotaping and post-event video production

Qualifications:

- College student or recent graduate seeking professional experience and/or academic internship credit
- Background in any of the following (but not limited to): business, communications, marketing, management, information technology, or international relations. Those seeking experience in non-profit development and fundraising may also find additional opportunities to research grants and other funding opportunities as time allows.
- Excellent verbal and written communication skills, including strong interpersonal skills
- Ability to be self-directed and work independently while also working as part of a team
- Ability to handle multiple tasks, set priorities and deadlines, and maintain accurate records
- Problem solving skills, including the ability to resolve conflicts and recommend an appropriate course of action
- Proficiency with Microsoft Office (Excel required); knowledge of databases (FileMaker Pro and Salesforce), as well as desktop publishing and graphics software (Microsoft Publisher and Adobe Photoshop) a plus

Work Schedule:

- Internships occur during fall, spring, and summer semesters
- Must commit 15 hours per week; weekly schedule is negotiable and flexible (Office hours 8:00 AM-5:00 PM)

For consideration please submit a completed application, resume and cover letter to the intern manager.



This application is for the following position(s):

- International Language Program Intern
- Marketing and Communications Intern
- International Visitor Programs Intern
- Administration Intern
- Graphic Design Intern

Note – if you are applying for multiple positions, please attach a cover letter for each indicating your specific qualifications.

Personal Information

Name: _____

Address: _____

E-Mail: _____ Phone: _____

Academic Information

College/University: _____ GPA: _____

Year in school: _____ Major(s): _____

Availability

Semester applying for (circle): **Fall** **Spring** **Summer**

Indicate days and hours available (must be a min of 15-20 hrs a week, between 9:00 a.m. – 5:00 p.m. in 3-4-hour increments):

(M) _____ (T) _____ (W) _____ (TH) _____ (F) _____

Earliest start date: _____ Latest end date: _____

Academic Credit

If you intend to receive academic credit for this internship, please provide your advisor's contact information:

Advisor's name: _____ Phone: _____

Background Information

Please attach a resume or describe your work experience below, including the name of the companies or organizations you've worked for, their address, phone number and type of business, as well as your position and length of service.



Background Information (con't.)

Have you traveled internationally or studied abroad? Please describe: _____

Activities/awards/community service: _____

Foreign language skills (indicate skill level): _____

Computer skills (please list specific software/programs): _____

Additional Information

Please describe your career goals: _____

Why do you want to intern with Iowa International Center? _____

What new skills would you like to gain from this internship? _____

How did you learn about Iowa International Center? _____

If you have additional information you'd like to include in your application, please include it here:



References

Please list name and phone number of two references. Indicate relationship as personal, work or school:

1. Name: _____ Relationship: _____

Phone: _____ E-Mail: _____

2. Name: _____ Relationship: _____

Phone: _____ E-Mail: _____

Please submit this complete application, a cover letter and your current resume to:

Kassi Bailey, Director of Philanthropy and Donor Engagement

Iowa International Center

3839 Merle Hay Rd., Suite 259, Des Moines, IA 50310

Phone: 515-282-8269, ext. 15

E-mail: kbailey@iowainternationalcenter.org