



## **Communications Fellow**

**(Up to 28-week position with stipend)**

### **JOB DESCRIPTION**

#### **Summary/Objective**

The Communications Fellow will be in charge of helping fulfill IIC's communication plan. This will include newsletters, editorial calendar, resource development, alumni relations, and international visitor welcome packets.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop and implement consistent communications with resources, including research for new resources
2. Create newsletters to update volunteers and resources on international visitor programming.
3. Coordinate social media posts, including sharing others in the network
4. Implement alumni relations and events
5. Create visitor materials and welcome packets
6. Leverage GTUS network and other resources to position IIC as Thought leader of Citizen Diplomacy efforts in Iowa.
7. Duties as assigned to benefit operations and functions of IIC

#### **Competencies**

1. Communication Proficiency
2. Multi-Tasking and Organization
3. Business Acumen
4. Problem Solving/Analysis

#### **Preferred Education and Experience**

1. College Student or Recent Graduate

#### **Supervisory Responsibility**

This position has no supervisory responsibilities.

#### **Work Environment**

This job operates in a professional office environment and routinely uses standard office equipment.

#### **Travel**

This position requires travel within the Des Moines metro area, with possible day trips to other parts of Central Iowa (Ames, Winterset, etc.). No overnight travel is required.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this role. Duties, responsibilities and activities may change at any time with or without notice.

**Job Type:** Fellow (paid internship); 15-20 hours; collaborative office environment

**Location:** Des Moines, IA

**Language:** A language in addition to English (preferred)

**Wages:** \$2,000- \$4,000 based upon start date. This position is grant-based.

**Application Process:**

Please send resume, cover letter, and contact information for three references to: Patricia Grote, [pgrote@iowainternationalcenter.org](mailto:pgrote@iowainternationalcenter.org)