



## **FELLOW POSITION**

International Visitor Programs (15-20 hours), Remote position with preference for 1-2 days in the office, Stipend provided

### **Organization Description:**

The 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](http://www.iowainternationalcenter.org).

### **Fellow Description:**

Discover your passion for witnessing the merging of cultures by working with the Iowa International Center and the International Visitor Leadership Program (IVLP). This program connects international visitors and local professionals. Our International Visitor Programs attracts mid-career specialists and future leaders from around the world to central Iowa to explore U.S. and Iowa culture, industries, and procedures. You will be right at the heart of orchestrating these programs, from researching and contacting organizations, planning cultural activities, drafting proposals, developing summaries of local resources, and so much more.

Every activity the visitors do will have your fingerprints on it, from arranging agendas, attending meetings, or organizing volunteers for IVLP. Gain experience in the world of nonprofits while teaming up with international organizations and individuals.

### **Benefits & Opportunities**

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

### **Responsibilities:**

- Manage local professional contacts for potential visitor groups
- Coordinate agenda development, including contacting professional hosts via phone and email
- Research cultural activities during each group's stay
- Maintain current data records on visitor and volunteer participation
- Provide visitor group information to staff and volunteers as needed
- Facilitate and attend local meetings and/or activities with visitors (when available)
- Offer basic office assistance, including correspondence

### **Qualifications:**

- College student or recent graduate
- Background in any of the following (but not limited to): international relations, international business, non-profit management, political science, foreign language
- 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 software (Excel required); knowledge of databases a plus (SalesForce)

### **Work Schedule:**

- Fellow occurs during fall and Spring
- Must commit 15 hours per week; weekly schedule is negotiable and flexible (Office hours 8:00 AM-5:00 PM)



## **APPLICATION**

### Personal Information

Name: \_\_\_\_\_ Preferred Pronouns: \_\_\_\_\_

Address:

\_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Academic Information

College/University: \_\_\_\_\_ GPA: \_\_\_\_\_

Year in school: \_\_\_\_\_ Major(s): \_\_\_\_\_

### Availability

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

Indicate days and hours available (must be a min. of 15-20 hrs a week)

(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: \_\_\_\_\_

\_\_\_\_\_

### References

Please list name and phone number of two references. Indicate relationship as personal, work or school. We ask that you please limit to one personal reference:



1. Name: \_\_\_\_\_  
a. Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

2. Name: \_\_\_\_\_  
a. Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**TO SUBMIT**

**For consideration, please submit the following:**

- Application**
- resume**
- cover letter**

**Submit to:**

Kassi Bailey, [kbailey@iowainternationalcenter.org](mailto:kbailey@iowainternationalcenter.org)  
Iowa International Center  
Merle Hay Rd., Suite 259, Des Moines, IA 50310  
Phone: 515-518-6510  
E-mail: [kbailey@iowainternationalcenter.org](mailto:kbailey@iowainternationalcenter.org)