

MARKETING & EVENTS

INTERNSHIP

GlobalAustin serves to foster global exchange and to promote citizen diplomacy for Austin, Houston, and surrounding communities. In our pursuit to increase GlobalAustin's visibility for stakeholders and the larger community, key GlobalAustin staff and volunteers work to implement strategic marketing and communications goals across a variety of channels, develop key messages to give the organization a consistent voice, develop brand and style guides, engage with media, oversee day-to-day communication efforts, and much more. GlobalAustin programs and events include the Distinguished Speaker Series, Great Decisions, networking socials with international visitors, ambassador receptions, month trivia nights, and the annual Peace Through Diplomacy signature event.

POSITION INFORMATION

Specific Responsibilities include:

- Copywriting and editing various communication materials including newsletters, website, and social media content
- Formulating and executing marketing campaigns
- Preparing event materials and assisting with event registration and follow-up
- Content research on speakers, venues, and topics related to upcoming events
- Monitor activity of website and social channels

Qualifications & Skills:

- Attention to detail
- Ability to work with confidential information
- Strong written, verbal, and telephone communication skills
- Ability to work as part of a team as well as individually
- Strong organizational skills and the ability to prioritize
- Ability to provide and accept feedback
- Strong customer service skills
- Punctuality and precision
- Familiarity with Wix, Adobe, and Mailchimp preferred

INTERNSHIP DETAILS

Our unpaid internships are approximately 10-15 hours per week and offer hands-on experience working for a nonprofit organization in both office and virtual settings. Interns receive a complimentary student membership for one year and can attend public GlobalAustin events for free during their internship.

Internships are available for Spring, Summer, and Fall semesters. Longer, rotational internships are available on a case-by-case basis. Exact start and end dates are based upon capacity and organizational needs. Academic credit is available for relevant areas of study.

