

# INTERNATIONAL PROGRAMS

## INTERNSHIP

GlobalAustin serves as the local coordinator for the U.S. Department of State's premier professional exchange program, which brings over 300 international visitors to Austin and Houston each year. These visitors are hand-picked by U.S. embassies around the world for their potential as future leaders in a variety of fields, and they're invited to spend 2-3 weeks in the U.S. meeting, learning from, and building relationships with their professional peers. GlobalAustin's role is to identify and arrange meetings with important local resources in their field of interest.

## POSITION INFORMATION

The International Programs Intern assists with every stage of the exchange program process, from the initial proposal to the final itinerary.

Specific Responsibilities include:

- Research Austin and Houston resources on U.S. foreign policy topics and develop proposals to assist in program development
- Compile and edit program documents, including program itineraries
- Prepare and assemble program materials
- Coordinate on-site meeting logistics\*
- Accompany international visitors to meetings with local professional resources\*
- Handle follow-up communication with local resources, meetings confirmations, and thank you notes
- Compile and record exchange program information for GlobalAustin's database

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

## 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.

*\*The Bureau of Educational and Cultural Affairs (ECA), under which the Office of International Visitors (OIV) sits, has temporarily paused all ECA-funded programs that involve travel. As a result, all in-person IVLP programs have been paused through September 2021.*

