

GLOBALTIES San Francisco

At Global Ties San Francisco, *a division of World Trade Center Northern California*, our **International Visitors Programming Internship** provides college students the opportunity to gain real-world experience in their field of study and build upon educational foundations established in the classroom. Interns help us support the local infrastructure for U.S. public diplomacy efforts, and deepen relationships within the community and across the globe. **This is an unpaid internship.**

Please Note: All internships will remain primarily remote until further notice. Due to the nature of our work, please be aware that stable, reliable, and private internet connection is a must.

Requirements:

- Commitment of 3 months. Minimum of 10-12 hours, 2-3 days a week
- Excellent writing and verbal communication skills
- Above average research as well as organizational and time-management skills
- Enthusiastic and eager to learn
- Self-motivated with the ability to prioritize and meet deadlines
- An academic major in one of the following fields preferred: International Relations, Political Science, Government, International Business, or another internationally focused field
- Computer skills: Microsoft (Word, Outlook, Excel, PowerPoint)
- Skills and experience in social media marketing and management, event planning, membership development, graphic design, and communications (newsletters and press releases) are highly desired

General Responsibilities:

- Draft official proposals to the U.S. Department of State
- Help staff implement exchange programs by arranging meetings for our delegations with key local stakeholders
- Assist staff with administrative duties, including database entry
- Develop social media content
- Work on special projects from webinar content development to international collaborations
- Assist with the coordination of events and educational programs

Benefits:

- Interns gain real-world experience in international diplomacy and exchanges
- Earn school credit (subject to university's discretion)
- Interaction and networking opportunities with international business professionals, current and emerging foreign leaders, and global and local changemakers
- Opportunity to work in a great team atmosphere on diverse international exchange projects

Programming Internship:

The International Visitor Leadership Program ([IVLP](#)) is the U.S. Department of State's premier professional exchange program that seeks to build mutual understanding between the U.S. and other nations through carefully designed short-term visits to the U.S. for current and emerging foreign leaders. If you are interested in international diplomacy, foreign cultures and languages, and how you can provide critical programmatic support through community outreach, research, and representation in sessions for our visiting dignitaries, please apply now [here](#).