

# GLOBALTIES San Francisco

A DIVISION OF WORLD TRADE CENTER NORTHERN CALIFORNIA

At Global Ties San Francisco, *a division of World Trade Center Northern California*, our **International Programs** internship program provides college students the opportunity to gain real-world experience in their field of study and help us support the local infrastructure for U.S. public diplomacy efforts, deepening relationships within the community and across the globe. **This is an unpaid internship. Students may receive academic credit in lieu of monetary compensation.**

**Note:** The position is hybrid remote, primarily working from home with opportunities to commute to San Francisco Bay Area cities to meet with delegations at least twice per month. At times, we can accommodate a fully remote position as well (residence in the U.S. required). Reliable, private internet access is required.

## **Requirements:**

- Commitment of 3 months. Minimum of 12 hours, 2-3 days a week
- Excellent writing and verbal communication skills
- Above average research, 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, PowerPoint)
- Skills and experience in marketing and communications (social media, newsletters, blog posts), graphic design, event planning, and membership development 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
- Develop social media and other marketing/communications content
- Work on special projects from webinar content development to international collaborations
- Assist with the coordination of events and educational programs
- Assist staff with administrative duties, including database entry

## **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](https://www.dhs.gov/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](https://www.dhs.gov/ivlp).