

INTERNATIONAL VISITOR PROGRAM (IVP) INTERN: JANUARY – APRIL 2019

Summary

WorldOregon is seeking an intern to support the International Visitor Program (IVP) team by performing a variety of duties. The IVP team is responsible for the programming for approximately 500 international visitors each year participating in short-term professional study programs. The intern will have the opportunity to become familiar with an aspect of U.S. foreign policy, which promotes person-to-person diplomacy through international friendship and understanding. S/he will be encouraged to escort visitors to appointments and attend professional meetings and will have an opportunity to meet staff working in additional areas that may be of particular interest to the intern.

Primary Responsibilities

- Internet research and updating professional resources throughout Oregon
- Drafting correspondence to secure professional meetings and home hospitality for the visitors
- Researching and drafting proposals for incoming visitor delegations
- Drafting visitors' professional program
- Researching cultural activities and sightseeing tours for visitors
- Compiling statistics on visitors
- Maintaining and updating program outreach databases
- Helping with other administrative tasks of the IVP team such as preparing information packets for visitors, ordering brochures, writing thank you notes, photocopying, answering phones, archiving and filing.

Qualifications

Preference is given to persons who are studying or have studied in the areas of International Affairs, Intercultural Communications, Regional Studies, Language Studies, or a related field.

- Sharp attention to detail and strong problem-solving skills.
- Very strong editing and writing skills.
- Strong interpersonal skills.
- Interest in international affairs and other cultures.
- Positive attitude, flexibility, and ability to multi-task.
- Proficiency in Microsoft Word and Excel. Database skills a plus.

Must be a U.S. citizen, Legal Permanent Resident, or have a visa with authorization for the individual to work. For international students, curricular practical training (CPT) or optional practical training (OPT) paperwork is required prior to the start of the internship. Successful candidates will be hired contingent upon the results of a background check.

Compensation and Credit

All WorldOregon internships are unpaid. Interns are encouraged to attend WorldOregon events and forums. We require a minimum of 15 hours per week during the 9am-5pm workweek and a three-month commitment. Increased hours can lead to increased responsibility. Please arrange with your relevant university department contact to apply for and receive course credit.

Why WorldOregon?

WorldOregon is proud to train and work with internationally focused students and persons to dive deep into the realm of international exchange and affairs. We offer a unique opportunity to gain hands-on experience in citizen exchange and public diplomacy, and develop relevant skills in research, events management, and nonprofit work.

Application Instructions

Please email a resume and cover letter to volunteer@worldoregon.org with "IVP - Internship Application" as the subject line by Friday, December 21, 2018. Internship is anticipated to start in mid-January.