

Great Decisions Program Intern (January – April 2019)

Summary

Great Decisions is a nation-wide program of the Foreign Policy Association to broaden public involvement with the most important foreign policy topics facing the U.S. The FPA's annual Great Decisions Briefing Booklets provide excellent background and analysis of these topics and serve as the focal point for the many small discussion groups that form around Oregon and the country. WorldOregon recruits local and national experts to speak on each topic in an 8-week series beginning in mid-January at Portland State University. The Great Decisions intern will assist with event logistics for the PSU series, as well as doing outreach to local organizations, centers, and libraries to promote Great Decisions discussion groups in the Portland metro region.

Primary Responsibilities

- Assisting with event logistics
- Managing book sales at events
- Data input and other clerical work as needed.
- Updating local and state-wide contacts for Great Decisions groups.
- Conducting outreach to local senior centers, libraries, and community centers to promote both the PSU conversation series and to grow Great Decisions Discussion groups.

Qualifications

Preference is given to persons who are studying or have studied in the areas of International Affairs, Non-Profit Management, Event Planning, Political Science, or related field.

- Excellent interpersonal skills.
- Confidence speaking in front of groups.
- Excellent written and verbal communication skills.
- Meticulous attention to detail.
- Computer competence (Microsoft Word, Excel and experience with databases).
- Excellent organizational skills.

Must be a US citizen or have a visa that permits 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 affairs. We offer a unique opportunity to gain hands-on experience in international work at the local level, 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 “Great Decisions - Internship Application” as the subject line by Friday, December 21, 2018. Internship is anticipated to start in early January.