



## **WorldChicago Internship Program**

WorldChicago is a nonprofit organization that organizes professional and cultural exchange programs for U.S. Department of State and other federal government-sponsored international visitors. WorldChicago seeks college students, graduate students, and recent grads with an interest in international affairs to fill various volunteer internship roles on a full or part-time basis for 3 to 4 months.

Applicants must possess excellent writing, communication, interpersonal, and organizational skills. Research, event planning, marketing, and social media experience a plus. Internships are unpaid, but WorldChicago is able to offer course credit.

Internships follow three primary tracks: International Programs, Youth Programs, and Events & Outreach

**International Programs** — Assist in the management of various U.S. Department of State and other federal government-sponsored international exchange programs, including the Department of State's International Visitor Leadership Program, Professional Fellows Program, and Youth Exchange Programs; USAID's Community Connections Program; Library of Congress-sponsored Open World Leadership; and other special projects. Day-to-day tasks to support the above exchange programs include:

- Research local resources and issues for programs
- Write proposals for upcoming programs
- Prepare local programs and welcome packets
- Coordinate professional appointments, roundtable discussions, field visits, and tours
- Accompanying international delegations to professional and cultural activities in Chicago
- Assist in contacting and confirming homestay hosts
- Database maintenance
- Research new program opportunities and funding sources
- Assist in the preparation of new grant initiatives

**Youth Programs** — Assist in the planning and implementation of U.S. Department of State-sponsored Youth Leadership Exchange Programs for international high school and college students. Day-to-day tasks include:

- Research local resources for select program themes
- Coordinate youth-focused meetings, discussions, field visits, and tours around select program themes
- Assist with recruitment and screening of homestay hosts
- Prepare local program and orientation packets
- Assist with orientation, team-building activities, and program evaluation
- Accompany international youth to educational and cultural activities in Chicago
- Assist with program documentation, including photography and social media posts

**Marketing, Events & Outreach** — Assist in the management of events, community outreach, public relations, social media strategy, and WorldChicago fundraising initiatives. Day-to-day tasks include:

- Assist in developing outreach strategies, booking venues, event registration, and speaker correspondence for programs
- Research and propose new ideas for programs
- Support event planning of major fundraisers



- Assist with marketing and publicizing of events
- Research and follow up on new ways to market WorldChicago programs
- Update WorldChicago Facebook and Twitter pages

To apply for an internship, please submit a current resume and one-page cover letter (Word or PDF) that addresses why you are applying for the internship; your relevant experience; which internship category you would prefer to work in; and the skills or experience you are most interested in gaining through the internship. Also specify the semester you are applying for; your preferred start and end date; and the days and number of hours per week that you are available. Submit your application to Brian Peckrill, Senior Programs Manager at [bpeckrill@worldchicago.org](mailto:bpeckrill@worldchicago.org). Applications are accepted on a rolling basis.