



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 include three parts: 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, 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 Donna Sadlicki at dsadlicki@worldchicago.org. Applications are accepted on a rolling basis.