



Utah Council for Citizen Diplomacy

WELCOMING LEADERS FROM AROUND THE WORLD

PROGRAM ASSOCIATE INTERN

The **Utah Council for Citizen Diplomacy (UCCD)** is an independent, nonprofit, nonpartisan organization dedicated to promoting global understanding and respect between the people of Utah and other nations. UCCD is a private sector partner with the US Department of State's International Visitor Leadership Program (IVLP). In 2010, UCCD welcomed 450 International Visitors to Utah for professional and cultural exchanges. UCCD is also the Utah chapter of the World Affairs Councils of America. Since 2003, UCCD has partnered with Westminster College to present the Ambassador John Price and Marcia Price World Affairs Lecture Series designed to engage Utahns in key foreign policy and international business issues.

POSITION TITLE:

Program Associate Intern, International Visitor Leadership Program (IVLP)

TIME COMMITMENT:

Minimum 15 hours a week; Minimum Commitment: 3 months Summer Semester

RESPONSIBILITIES:

Assist Program Director in planning and implementing professional and cultural programs for incoming International Visitors:

- Research local professional resources, programming themes, and cultural opportunities for the International Visitor Leadership Program
- Contact local resources to arrange professional meetings for International Visitors
- Prepare local professional programs and welcome packets
- Meet with International Visitors and accompany them to professional appointments
- Write proposals for prospective programs
- Assist in preparation for and attend community events
- Provide administrative support, as necessary

We are seeking an enthusiastic, outgoing individual with excellent communication skills in English, the ability to work independently, and a passion for contributing to global understanding. Candidates must be detail oriented – our work requires scrupulous attention to detail. This is an unpaid internship, but a stipend will be paid upon successful completion of the internship. The successful candidate will have their own transportation and mileage will be reimbursed. Flexible hours and convenient location in the Bill & Vieve Gore School of Business on Westminster College campus.

TO APPLY:

Please send your resume and a letter of interest to Audrey Anderson, Program Director, at aanderson@utahdiplomacy.org by Friday, April 1, 2010. Interviews with successful first-round candidates will be conducted the week of April 4-8, 2010. Start date is Monday, May 16, 2011. Dates are flexible upon the needs of the intern.