



The International Center | Catalyst for a global Indiana

Internship Program

For more than 40 years, The International Center has served Indiana as a catalyst for international growth and as a guide to the world's cultural landscape. Our Board of Directors and our diverse and experienced staff are dedicated to growing our community as a key player in the global marketplace and serving as a window to the world – looking out and looking in.

Our Vision

Indiana embraces a global economy, values all cultures, and is a vibrant place to live and work.

Our Mission

The International Center is a catalyst to **inform**, **convene** and **connect** public, private and civic global objectives in Indiana.

Principal Intern Responsibilities

- ◇ Develop/document goals for internship with program manager
- ◇ Attend weekly intern meetings
- ◇ Represent The International Center at naturalization ceremonies and external functions as needed
- ◇ Provide research support for special projects and ongoing programs as needed
- ◇ Assist The International Center with fundraising and special events
- ◇ Serve as an organizational ambassador in recruiting future interns and volunteers

Preferred Intern Qualifications

- ◇ Excellent interpersonal skills
- ◇ Excellent writing skills
- ◇ Strong research aptitude and/or skills
- ◇ Strong organizational skills
- ◇ Willing to be versatile and flexible, with a self-starter ethic
- ◇ Ability to work independently and collaboratively with staff, volunteers, and external stakeholders
- ◇ Proficiency with Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)

Position Timeline and Projected Work Hours

We welcome interns in the spring, summer and fall semesters. Estimated work hours average 20 hours per week; 250 total hours is required for completion of the internship.

How to Apply

To apply for an internship, please send your resume and a writing sample to [Hannah Day](mailto:hday@internationalcenter.org) at hday@internationalcenter.org. All internships are unpaid. Reimbursement for downtown parking is available.