



Catalyst for a global Indiana

2019 Program and Services Intern

Position Summary

The selected intern works directly with the International Center's Vice President of Programs and Services and assists in managing and marketing The International Center's programs and services. The selected intern is involved in a complete process of research, data management, marketing and community outreach, and special projects as assigned.

Responsibilities:

- Business Development; Research prospective business clients in Indiana with international ties or opportunities, evaluate opportunities and provide recommendations for business prospects for IC services, collect, organize, and report findings in online files, the database, and verbal summaries, support production and content development of marketing and promotional materials
- Meeting Preparation and Facilitation; assist in preparations for meetings with clients, take relevant notes during meetings, provide meeting follow up materials, assist with meetings of international delegations in Indianapolis
- Special Projects and Department Support; assist team in research of country specific data and current events to contribute to client trainings and briefings, research Indiana based representatives from a variety of industries to support professional meetings for incoming international delegations, assist VP with special projects as assigned including IC events, speaking engagements, and networking event preparations

Desired Learning Outcomes:

- Understanding of principles of business development and client relationship management, marketing strategies and tools to grow and develop business prospects, hospitality principles, intercultural sensitivity, effective meetings and communication, business development principles, research tools, research and project management best practices, effective communication practices, and prioritization of research data
- Ability to effectively research, organize, prioritize, and prepare supporting documents, utilize effective marketing tools to promote the IC's programs and services, plan an effective meeting, use calendar and email to schedule meetings, record relevant notes, and initiative follow up, source knowledge on country specific culture, business, history, industry, and other topics, prepare briefings for colleagues with relevant supporting documents

For more information about The International Center, its mission and internship program, go to www.internationalcenter.org. Intern applications may be submitted through this portal, or you may submit them directly at <https://www.internationalcenter.org/employment/> or email your resume and cover letter to interns@internationalcenter.org

On behalf of The International Center team, we look forward to hearing from you soon!

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.

2019 Internship Program FAQ

What are the benefits of interning with The International Center?

As an intern at The International Center, you can expect staff members to be invested in you and to treat you as they would their peers. The benefits of working for The International Center include:

- gain new perspectives and experiences
- engage in unique local and international networking opportunities
- develop a career plan with support in resume building & professional recommendations
- gain professional skills for the global economy
- earn school credit
- enjoy a flexible schedule

Is it possible to participate in extracurricular activities, classes, and/or other jobs while serving as an intern?

Absolutely! We understand that you are a student and have other activities in which you are involved. The International Center allows you the flexibility to work around your school's internship requirements and create a schedule that works for you.

Can I select more than one area of interest to apply for?

Yes please, we encourage it! Just let us know which areas are of interest in your cover letter.

Programs and Services

Operations and Finance

Relocations Services

International Visitors Leadership Program

Global Competency

Protocol

Marketing and Communications

International Citizen of the Year / Event Management

Does The International Center only recruit from colleges and universities in Indianapolis?

No. students at colleges and universities from anywhere in the state, country, or world may apply. Please note that all students must arrange their own travel and accommodations for the duration of their internship, and The Center cannot aid in obtaining work visas. The Center also accepts internship applications from recent college graduates.

Are internships paid or unpaid?

The International Center's internships are unpaid. However, we are happy to work with your college or university to provide credit for your internship.

Does The Center observe a dress code policy?

Yes. Our dress code policy is business professional as it is common for us to host meetings with business, government and international leaders.

Do I have to have a specific major in order to be considered?

No. Through the years, we have had a wide variety of students, with varying majors, intern with The Center. All students with a strong interest in gaining professional and international experience are welcome to apply.

What other activities or experiences may I participate in, outside of my role?

We provide a weekly program agenda that covers topics like international protocols, board governance, community outreach, non-profit fundraising, interviewing and mentoring, social media, intro to business operations, etc. plus a variety of unique opportunities such as participation in a Naturalization Ceremony, lunch with the Board Chair, Citizen of the Year Awards Gala, Indiana Economic Development speaker luncheon, to name a few!

What are the principal responsibilities of an intern?

There are several, and can vary from role to role, season to season. The principal responsibilities include:

- Develop/document goals with your supervisor
- Attend weekly intern meetings featuring special guest speakers & customized career programming
- Represent the IC at naturalization ceremonies and other city-wide events
- Provide research support for special projects and ongoing programs
- Assist the IC with fundraising and special events
- Serve as an organizational ambassador in recruiting future interns and volunteers

What are the preferred qualifications to be a successful intern?

- 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 work ethic
- Ability to work independently and collaboratively with staff members, volunteers, and external stakeholders
- Proficiency with Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)

What is the hiring timeline and projected work hours?

We offer the following internship programs:

- Spring (January 7 – May 3),
- Summer (May 6 – August 16)
- Fall (August 19 – December 13)

The International Center's office hours are 8:00 a.m. – 5:00 p.m. Monday through Friday. Estimated work hours average 20-30 hours per week, generally 9:30am – 3:30pm weekdays. 250 minimum hours are required for the internship. Individual schedules may vary depending on the specific projects and other learning opportunities that may arise, as well as school commitments, family obligations and vacations.

How do I Apply?

To apply for an internship at The International Center, please send your resume and cover letter to internships@internationalcenter.org. Please be sure to include your preferred internship program date range and top 3-4 roles of interest in your cover letter. Interns are selected on a rolling basis for spring, summer and fall internship programs. The internship is unpaid. A \$60 monthly stipend for downtown parking is provided.