

### The International Center

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 Responsibilities**

- Develop/document goals for internship with 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
- Be prepared to represent The International Center at external functions 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 members, volunteers, and external stakeholders
- Proficiency with Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)

#### **Position Timeline and Projected Work Hours**

We offer internship programs in the spring (January – May), summer (May – August) and fall (September – December). The International Center's office hours are 8:00 a.m. – 5:00 p.m. Monday through Friday. Estimated work hours average 20 hours per week. 300 total hours is required for the internship. Individual schedules may vary depending on the specific projects and other learning opportunities that may arise.

#### **How to Apply**

To apply for an internship, please send your resume, cover letter, and preferred internship program date range to [internships@internationalcenter.org](mailto:internships@internationalcenter.org). Interns are selected on a rolling basis for spring, summer and fall internship programs. The internship is unpaid. Reimbursement for downtown parking is available.