

Programs Intern Job Ad

The Iowa City Foreign Relations Council (ICFRC) has an opportunity available for a university student intern who is passionate about international affairs and committed to promoting international understanding and cooperation through high-quality international programs, relationship building, community outreach, and engagement.

We are a community passionate about learning, connecting, and engaging with international issues that unite individuals and ideas through conversations with leaders and advocates worldwide. For over 40 years, ICFRC has promoted understanding of international issues by hosting community forums with diverse, global voices and perspectives.

This internship opportunity is more than just a chance to practice skills and gain professional experience. Through our longstanding relationships with campus partners, advocacy organizations across the state, and experts and thought leaders championing global issues worldwide, you will develop relationships and interact with the leading minds of today's most pressing and urgent problems facing our world.

We are based in the Iowa City Public Library and conduct online and in-person programs throughout the academic year.

Interns report to the Executive Director and work closely with the Director of Communications, who will provide supervision, professional development, and training as needed. You will also be part of a team of interns who meet regularly in person and support our efforts through outreach, engagement, and programming.

As our Programs Intern, you will:

- Serve as the liaison between ICFRC and the UI Honors Program, which includes providing information on programs, internships, and other opportunities to UI Honors faculty, staff, and students.
- Assist the Program Committee and interact with board members during monthly high-level program strategy meetings that advise and assist in developing international programs of interest to UI students.
- Help develop and implement program-related communications and marketing strategies through Constant Contact's mass communications platform, which includes regular email communications and social media campaigns about programs and other events.
- Practice and develop your existing skills in Microsoft 365, including PowerPoint, Outlook, Word, and Excel.

Relevant academic experience and an interest in international affairs are crucial to success in this role, along with the support of our mission and dedication to a diverse, equitable, and safe experience for all in our community.

This internship includes a \$500 honorarium for the semester and requires approximately five work hours per week. ICFRC interns receive professional development opportunities, including leadership, mentoring and training, networking, and career advice. Each intern will have an individualized development plan along with group support. Interns meet regularly in person or via Zoom, usually biweekly, during the academic year.

For questions, please get in touch with Executive Director Dr. Peter Gerlach at peter@icfrc.org.

If interested, please submit a resume and cover letter.