



The International Center

## 2023 International Research & Programming Internship

### Position Summary

*Where Indiana Intersects With The World!*

Add an international business experience to your professional credentials, in Indianapolis!

The selected intern works in direct support with The International Center's International Visitors Leadership Program (IVLP) Manager, to prepare and deliver the U. S. Department of State's premier professional exchange program which brings current and emerging foreign leaders in a variety of fields to Indiana and the U. S., for short-term visits.

### Responsibilities:

- Helps host International Visitor Leadership Program (IVLP) visitors, who are guests of the U. S. Department of State's premier professional exchange program, which brings current and emerging foreign leaders in a variety of fields to the U. S. for short term visits
- Researches professional resources , cultural events, and service opportunities to help build proposals for groups of international visitors
- Writes proposals to host International Visitor Leadership Programs in Indianapolis
- Assists in facilitating professional meetings between groups of international visitors and local professionals
- Helps maintain relationships with the various stakeholders and actors that play a part in the execution of the program, including Global Ties U. S., various national programming agencies, and local professional resources and volunteers
- Helps with followup and data entry when projects have been completed
- Organizes and maintains database of contact and reference information for local professional resources

### Desired Learning Outcomes:

- Understanding of the importance of citizen diplomacy and U. S. and international business and cultural diversities
- Understanding of the importance of logistics when planning for programs, the needs of international visitors, relationship management
- Research and synthesize information
- Build knowledge of local organizations and their purposes
- Gain problem-solving, time management, and leadership skills

### Desired skills and competencies:

- Local knowledge of Indiana
- Communication and proposal writing skills
- Detail oriented
- International studies, pre-law, hospitality major or equivalent

For more information about The International Center, its mission, internship program, and Frequently Asked Questions, go to [www.internationalcenter.org](http://www.internationalcenter.org). Intern applications and cover letter may be submitted directly at <https://internationalcenter.org/employment/internship-application> or email to [internships@internationalcenter.org](mailto:internships@internationalcenter.org)

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

*The International Center values diversity & inclusion in all endeavors.*