

## Boost Your Career Prospects with an Internship at the World Affairs Council of Jacksonville

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The World Affairs Council of Jacksonville offers college students opportunities to apply for internships for credit and to engage in short-term, project-driven volunteering. The World Affairs Council of Jacksonville is a non-profit, non-partisan organization whose mission is to promote an understanding of the world and its people and to engage citizens in Northeast Florida in becoming better informed participants in the global community.

The Council is currently seeking a bright, energetic student to serve as a **Global Community Outreach Intern** during the Fall semester (August – December 2022). Student is expected to commit a minimum of 10 - 15 hours per week in order to earn credit for a three-credit hour course. The Internship is open to undergraduate and graduate students. Office hours are flexible as the intern will be expected to attend select evening events.

### **EXPECTATIONS & QUALIFICATIONS:**

- Strong desire to work and learn in an international environment
- Commitment to the mission of the Council
- Detail-oriented, dependable, and efficient
- Strong verbal and written communication skills in English
- Experience with databases and/or data entry
- Extensive knowledge of Microsoft Applications, including Excel and PowerPoint
- Ability to work well with others
- Professional attire and attitude
- Must have a minimum of a 3.0 GPA

### **BENEFITS OF INTERNSHIP:**

- Opportunity to build relationships with community leaders
- Opportunity for strong recommendation for graduate school or next job
- Develop and strengthen your professional skill set
- Experience with development, programming, and administration of a non-profit business model
- Experience with cross-cultural communication

### **DUTIES INCLUDE BUT NOT LIMITED TO:**

- Create informational and promotional materials related to the Council's education outreach
- Assist in event planning and execution
- Composing articles for the Council's monthly newsletter sent to 1,000+ members
- Representing the Council at events alongside Council staff (Global Issues Evenings, Global Business Lunches, Academic WorldQuest and other events as needed)
- Supporting Council staff in promotional efforts in the community
- Clerical work and special projects as needed

## Application for Internship

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**APPLICANT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**UNIVERSITY:** \_\_\_\_\_ **GPA:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_

**MAJOR:** \_\_\_\_\_ **MINOR:** \_\_\_\_\_

**AVAILABLE START DATE:** \_\_\_\_\_

**COMPUTER SKILLS:** \_\_\_\_\_

**CAREER GOALS:** \_\_\_\_\_

\_\_\_\_\_

**TO APPLY, PLEASE INCLUDE THE FOLLOWING ITEMS:**

- ✓ Completed application
- ✓ Cover letter (include details concerning how you expect to benefit from this internship and how the Council will benefit from selecting you for the position)
- ✓ Resume
- ✓ If available please include details about your spring class schedule

**SEND COMPLETED APPLICATION TO:**

[info@worldaffairscounciljax.org](mailto:info@worldaffairscounciljax.org)