



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10602) Program Management at an International Affairs Council – Manchester, NH



Start Date: February 24 – December 31, 2022

Program Duration: 10 months

Hours: 40 hours per week

Compensation: \$19 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

The host company is a non-profit association, one of 93 chapters of the largest nonprofit international affairs organization in the United States which sponsors international exchanges, school programs, teachers workshops, foreign policy discussions, national opinion polls, travel programs, young professionals' programs, conferences, and corporate programs. Members councils are in 40 states, as well as in D.C. and Puerto Rico; they are funded through membership dues, corporate sponsorships, grants, in-kind donations, fundraising events, and fee-for-service activities. Over 2,000 corporations, foundations, and individuals help support their work.

Position Description:

- Assist Program Director in identifying program priorities and objectives.
- Conduct outreach to the International Visitor Leadership Program Alumni to maintain contact, collect stories, and continue relationships to better tell the long-term effects of the program and why it remains one of the best tools of the U.S. Department of State diplomacy.
- Assist Director in recruiting and on-board home hospitality hosts. When international visitors come to New Hampshire, many of them have the opportunity to visit a local home for an informal dinner. Under the supervision of the Program Director ensure ongoing outreach to new potential hosts and help with on-boarding activities.
- Assist Program Director in implementing steps to ensure high quality online and in-person programs for the IVLP. This may include providing digital support, attending meetings, managing program logistics, and other tasks as assigned.

Applicant Qualifications:

- To apply for the **Internship** program, you must be an undergraduate student of **marketing / communications / international relations / political science** OR be a recent graduate starting the program within 12 months of graduation.

- To apply for the **Trainee** program, you must hold a bachelor's degree in **marketing / communications / international relations / political science** and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- **Excellent English writing and communication skills required**
- Strong organizational skills and attention to detail are vital
- Ability to work with various people in cross cultural situations
- Familiarity with various communication technologies
- Passion for facilitating international engagement opportunities
- Ability to work in a team setting to achieve program goals
- Experience with video editing software a plus
- Strong writing skills
- Ability to solve complex challenges to improve processes

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title