



Colleagues International

www.cikzoo.org

COMMUNICATIONS / COMMUNITY ENGAGEMENT INTERN

Organization Description:

Colleagues International (CI) exists to enrich local community with global diversity through relationship building. We began as an exchange program within the WMU School of Social Work in 1971, and evolved to our current status as an independent, volunteer-driven, professionally-run citizen diplomacy organization, based in downtown Kalamazoo. One of our overarching goals is to leverage international networks for the greatest local impact, doing our utmost to reach members of our community with the least access to international engagement and interaction. In 2019, we brought 382 emerging leaders from 58 countries to Kalamazoo, up from 261 individuals in 2018. As an organization, we have invested a great deal of effort in recent years to involve ever broader and more diverse segments of the Kalamazoo community in our work. During the COVID-19 pandemic, we suspended in-person international exchange programming and have begun undertaking virtual programs, working on projects that connect Kalamazoo with the world, rebuilding connectivity and mutual understanding across real and imagined borders.

Internship Objective:

An internship at Colleagues International can jumpstart a career in international relations, business or public administration with a unique international edge. Interns will assist with communications and in developing well-rounded programs. Interns can expect to enhance their cross-cultural perspective and awareness; develop international relationships and contacts; build their skillset with real world experience; and help CI fulfill its mission.

Desired Skills:

Excellent organizational skills; social media savvy; the ability to prioritize and perform under tight deadlines; great communication skills required. Previous international/intercultural experience is preferred but not required.

Sample Intern Responsibilities:

- *Social Media*: Help maintain a supportive and active social networking community;
- *Database Maintenance*: Maintain and upload program information into CI database.
- *Assist in Program Recruitment*.
- *Programming*: Help organize and coordinate events and meetings for program participants; prepare materials, schedules, etc. for upcoming programs; confirm appointments.
- *Content creation*: Assist in creating compelling content about our work and our alumni
- Perform other duties as appropriate.

Hours per Week: 10

Minimum: one term

To apply: Submit CV/resume and cover letter to info@cikzoo.org