



2018-19 INTERNSHIP APPLICATION

THE MONTANA WORLD AFFAIRS COUNCIL is a nonprofit, nonpartisan organization dedicated to fostering global awareness and understanding in Montana's classrooms and communities.

Our mission: *Bringing the world to Montana and Montana to the world*

BENEFITS OF WORKING FOR THE MONTANA WORLD AFFAIRS COUNCIL

Experience: Real-world, hands-on experience is critical to a student's future professional opportunities and interns with the Montana World Affairs Council gain that kind of background and experience through a wide range of activities and interactions.

Contacts: An internship at the Council will expose you to many cultures and cultural leaders and enable you to meet representatives from countries throughout the world. As a Council intern, you will rub elbows with local policy makers and foreign diplomats while also gaining exposure to the Montana academic and business communities.

Community: A Montana World Affairs Council (MWAC) internship will allow you to interact daily with a wide range of people from the community who feel passionately about global issues and international education. Your fellow interns, MWAC staff, visiting speakers, and international experts and special guests share in this excitement about bringing Montana to the world and the world to Montana.

Credit: You can receive university credit for your internship through your studies department. The Council will work with you to design an internship in your field of study or in areas in which you would like to advance and provide you with relevant professional development opportunities.

Each intern will have duties specific to their skill set in the office and some duties that are shared. Responsibilities of all interns include:

- Preparing for, attending and assisting at council programs and events
- 2 credits-6 hours a week; 3 credits- 9 hours a week; 4 credits- 12 hours a week
- Attending weekly intern meetings with MWAC staff and on an as-needed basis
- Working on the Academic WorldQuest Competition (AWQ), our annual signature program. (The 2019 AWQ will be held Monday, March 4th and Tuesday, March 5th)
- Helping to grow the MWAC to advance the mission of the organization.

MARKETING AND PROGRAMS INTERN

3 POSITIONS AVAILABLE/ 2-4 CREDITS

The Marketing and Programs Intern has the opportunity to develop his/her writing, event planning, and organizational skills through a variety of assigned projects. These projects require creativity and resourcefulness in an often fast-paced environment. Additionally, interns will actively help to promote and educate Montana students and educators on how international events impact their lives, their communities and their country. Responsibilities include but are not limited to:

- Working collaboratively with the Executive Director and Programs Director
- Assisting in preparations for the Distinguished Speakers Programs (DSP,) the Business Luncheon Series, Academic WorldQuest and Council in the Classroom (CITC)
- Researching and preparing draft bios of Distinguished Speakers for handouts, programs, email announcements, and press releases

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- Assisting in the production of social media content for the Council's profiles on Facebook, Twitter and other social media
- Expanding and helping to improve and keep updated all online promotions
- Collaborating with the Executive Director and Programs Director to develop event-related marketing strategies
- Identifying opportunities to build and hone the Council's brand through outreach and community events
- Creating email newsletters with event promotion and Council updates
- Organizing events during the MWAC's Global Education Days including AWQ
- Networking to expand AWQ contacts in schools statewide which may include visiting nearby schools and/or cold calling schools
- Preparing educational materials for AWQ
- Helping to update teacher resources on the website

DEVELOPMENT AND NONPROFIT MANAGEMENT INTERN

2 POSITIONS AVAILABLE/ (1) 3-4 CREDITS & (1) 2-3 CREDITS

The Development and Nonprofit Management Intern should have interest and experience in fundraising, grant-writing and how nonprofits function. They must have excellent writing skills, attention to detail, and the focus to work in databases and spreadsheets. This intern can play a vital role of helping to grow revenue for the MWAC. As MWAC is a membership-based organization, the recruitment of new members is an important part of our mission. The member services intern will have ample opportunity to explore new ways to grow membership and engage and network with current members. Responsibilities include but are not limited to:

- Working collaboratively with the Executive Director, other staff, interns and public
- Researching prospective funding sources such as foundation grants, individual donors and corporate and business sponsors writing grants
- Assisting with the donor outreach, recruitment and acknowledgement process
- Innovating the MWAC's relationship with its members through a range of communications
- Help develop member recruitment strategies that target different demographics
- Database skills (Donor Snap) highly desired

TECHNOLOGY AND WEBSITE MANAGEMENT INTERN

1 POSITION AVAILABLE/ 2-3 CREDITS

The Technology and Website Management intern should have some background and experience in technology applications, including html, WordPress, and Microsoft Access. Attention to detail and a willingness to learn and take on new tasks is highly valued. The intern is encouraged to present novel ways of solving problems with technology. Experience with video production and comfort with social media desired but not required. Responsibilities may include:

- Updating the MWAC website
- Assisting in production and distribution of promotional materials
- Development of online content and blog maintenance
- Production of online teacher resources based on Council in the Classroom and Distinguished Speakers Programs
- Transitioning the Council on the Radio Programs to Podcasts
- Collaborating with the Development and Member Services Intern as well as MWAC staff

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Please email your completed application to info@montanaworldaffairs.org. All applications are due August 31st but may be considered after that date. Interviews will be held the first two weeks of May and internships may start in the summer or fall. Your application must include the following:

- Completed application form
- Cover letter
- Resume with 3 references
- Short essay answering the following question: How would a World Affairs Council internship fit with your academic and/or career goals?

Full Name:	
Email:	
Phone:	

Please state which internship position(s) you are applying for:

- 1.
- 2.

Preference is given to those interns who are able to commit to a full academic year. Please indicate whether you are available to intern for the 2018-2019 academic year. YES NO

Please indicate whether you are available to intern for the summer 2018. YES NO

Please indicate the times you are available to work. The Council office is open from 9:00 – 5:00, however Council programs and events are often held on weekday evenings. Please note whether your schedule will or will not allow you to work outside of regular office hours.

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Other Comments	



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