



2019-20 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*

AN INTERNSHIP WITH THE MONTANA WORLD AFFAIRS COUNCIL MEANS:

Experience: Hands-on, real world experience within the field of global affairs. An internship with the Montana World Affairs Council enables a student or students to learn first-hand, about international affairs and potential opportunities for further study, travel and careers in global affairs. An internship with the Montana World Affairs Council provides students with background and experience in international affairs through a range of programs, activities and interactions that the Council is involved in.

Contacts: An internship with the Council will expose a student to many diplomatic and international leaders and experts; to international cultural learning opportunities and a diverse range of views about world affairs. During your time with the Council, you will have the opportunity to meet, hear, and learn from representatives from around 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 enable you to interact with a wide range of people from diverse sectors of the community, who feel passionately about global issues and international education. Fellow interns, MWAC staff, visiting guest speakers, and international experts will share in the overarching mission to *bring the world to Montana and Montana to the world*.

Credit: You will have the ability to receive academic credit for your internship through your individual university department. The Council will work with you to design an internship in your field of study or in areas relevant to your interests, while striving to provide meaningful professional development opportunities.

Interns generally have responsibilities and tasks assigned to them that fit their skills and interests. These responsibilities include:

- Preparing for, attending and assisting at Council programs and events
- Learning and practicing public speaking and public relations
- 2 credits-6 hours a week or 3 credits-9 hours a week with some flexibility
- Attending intern meetings with MWAC staff on an as-needed basis
- Working on the Academic WorldQuest Competition (AWQ), our annual global education program. (2020 AWQ will be Monday & Tuesday, March 2&3)
- Working on Council in the Classroom, a video technology interview program. Interns generally have the opportunity to introduce special guests and programming
- Public relations, media, communications, development & marketing as interests and skills may allow
- Helping MWAC to advance its mission and promote awareness of its programs
- Potential opportunities to meet with schools and educators around the state

Bringing the World to Montana and Montana to the World



2019-20 INTERNSHIP APPLICATION

PROGRAMS & COMMUNICATIONS INTERNSHIPS

UP TO 4 POSITIONS AVAILABLE/ 2-3 CREDITS

Interns who select a specific area or have a particular interest or skill set, will have the opportunity to design and develop his/her internship in cooperation with MWAC staff. This may include several areas or only one but among these are writing, event planning, and organizational skills learned and used through a variety of assigned projects. These projects require creativity and resourcefulness in a sometimes fast-paced environment. Additionally, interns will actively help to promote and educate Montana students and educators about international events that impact their lives, their communities and their country. Responsibilities include but are not limited to:

- Working collaboratively with the Executive Director and Programs Director
- Researching and preparing draft bios of Distinguished Speakers for handouts, programs, email announcements, and press releases
- Assisting in preparations for the Distinguished Speakers Programs (DSP,) the Business Luncheon Series, Academic WorldQuest and Council in the Classroom (CITC)
- 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 and info
- 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 via MailChimp
- Organizing events during MWAC's Global Education Days including AWQ
- Networking to expand AWQ contacts in schools statewide which may include visiting nearby schools as well as communications with school and district staff across the state
- Helping to prepare educational materials for Academic WorldQuest
- Helping to update teacher resources on the website

DEVELOPMENT, MARKETING AND NONPROFIT MANAGEMENT INTERN

2 POSITIONS AVAILABLE/ 2-3 CREDITS

The Development, Marketing and Nonprofit Management Intern(s) should have interest in and/or experience in fundraising, grant-writing or some degree of understanding of how nonprofits function. Interns should have excellent communications skills including verbal and written. Database, Excel and Spreadsheet experience helpful and highly desired. Interns selected for these positions can play a vital role in helping to raise awareness of MWAC as well as helping to grow our development base. A desire to learn about fundraising is also welcomed. Because MWAC is a membership-based organization, recruitment and cultivation of new as well as existing members are important components of our mission and interns will be play a role in this outreach. Member Services Interns will have an opportunity to explore new ways to grow membership and engage and network with current members. Responsibilities include but are not limited to:



2019-20 INTERNSHIP APPLICATION

- Working collaboratively with the Executive Director, other staff, interns and general public
- Researching prospective funding sources such as foundation grants, individual donors and corporate and business sponsorships
- Helping to write grants based upon ability, skill and interest
- Assisting with donor outreach, recruitment and the acknowledgement process
- Helping to develop member recruitment strategies that target a range of demographics
- Database skills (Donor Snap) highly desired but not required

TECHNOLOGY AND SOCIAL MEDIA & DIGITAL MANAGEMENT INTERN

1 POSITION AVAILABLE/ 2-3 CREDITS

The Technology and Social and Digital 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 are highly valued. Experience with video production and familiarity with social media and digital platforms desired but not required. Responsibilities may include:

- Updating the MWAC website under staff supervision
- Assisting in creation, production and distribution of promotional materials
- Development of online content
- Production of online teacher resources driven by CITC and DSP
- Collaboration with the Development and Member Services Intern as well as MWAC staff

Please email your completed application to info@montanaworldaffairs.org. All applications are due Monday, September 2nd but may be considered after that date. Once your application has been submitted, you may be invited for an in-person interview at our office headquarters in downtown Missoula. It is walking distance to the University. Please include the following in your application materials:

- Completed application form
- Cover letter
- Resume
- 3 references
- Please prepare and submit a short essay that addresses the following: How would a World Affairs Council internship fit with your academic and/or career goals? - Thank you!

Full Name:	
Email:	
Phone:	

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

- 1.
- 2.



2019-20 INTERNSHIP APPLICATION

Preference will be given to those interns who are able to commit to a full academic year. Please indicate whether you are available to intern for the 2019-2020 academic year. YES NO

Please indicate the days and times you are available. The Council office is open generally from 9:00am – 5:00pm, however Council programs and events are sometimes held on weekday evenings. Please note whether your school schedule will enable you to work outside of regular office hours.

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Other Comments	

Thank you again. We look forward to reviewing your internship application and hopefully meeting you.

Janet Rose
Executive Director

Nicole Geiszler
Programs Director