International Programs Intern

Organization Name: Vermont Council on World Affairs
Location: Burlington, VT
Name of contact at organization: Vinson Pierce
Contact Info: vinson@vermont.org (802) 861-2343 x 3

Brief overview of organization:
For over 60 years and through a changing world, the Vermont Council on World Affairs (VCWA) has worked to promote awareness and understanding of world affairs among Vermonters through educational programs, presentations, and hosting delegates from around the world.

Job Description: The International Programs Intern will collaborate with staff to coordinate and implement a number of our international visitor programs, including the International Visitor Leadership Program (IVLP), Open World Leadership Program, Pan-African Youth Leadership Program (PAYLP), the Iraqi Young Leaders Exchange Program (IYLEP) and others. The intern will research projects and identify potential resources and partnership opportunities throughout Vermont. This position is ideal for those interested in gaining experience working on international issues, connecting with people from other countries, and interacting with representatives from the US Department of State and other implementing partners.

Part Time/Full Time

Duties:
- Research and outline relevant international and domestic policy.
- Identify and research organizations, companies, and government agencies statewide that relate to a diverse spectrum of IVL programs.
- Write concise, informative overviews of resources and assist with the submission of proposals to National Program Agencies.
- Support the Manager of Global Engagement in developing programs and managing trip logistics.
- Interact with international visitors and accompany them to meetings and cultural activities throughout the state.

Desired Qualifications:
- The ability to work on a variety of projects at once and meet multiple deadlines simultaneously.
- Basic knowledge of a broad range of Vermont’s major companies, organizations, and non-profits
- Strong written and oral communication skills and attention to detail.
- Excellent problem-solving skills, organizational abilities, and inter-personal skills.
- Proficiency in Microsoft Office suite and online collaboration tools and database usage

Salary:
- This position is unpaid.

To apply, please email resume, cover letter, a writing sample, and three references to:
Vinson Pierce, Manager of Global Engagement: vinson@vermont.org