



Global Minnesota Intern - Spring 2017

Position Information

Employer:

Minnesota International Center

Division:

N/A

Title:

Global Minnesota Intern - Spring 2017

Description:

From the 2nd grader to the CEO, Global Minnesota connects individuals, organizations, and communities to the world. Through a unique lineup of programs offered from the Twin Cities to Greater Minnesota, Global Minnesota takes relevant and timely information on international issues, foreign policy, and cultural topics, and provides the space and opportunity for Minnesotans to engage and discuss. Founded in 1953, we are a nonprofit, member-supported organization with 18 staff members and an annual budget of \$1.5 million.

We are hiring interns for the Spring semester in the following areas:

- Professional Exchanges
- K-12 Education
- Development / Gala
- Public Events
- Marketing and Communications
- Administration

Location:

Location #1

Nationwide
no
City
Minneapolis
State/Province
Minnesota
Country
United States


Position Type:

Unpaid, Internship

Desired Class Level(s):

Freshman, Sophomore, Junior, Senior

Salary Level:

Unpaid 

Job Function:

Non-Profit, International Development, Social Services

How To Apply

Our internship terms follow the academic calendar. The spring term typically lasts from January to the end of term in May, though the particular dates are flexible. Our priority deadline for applications is December 1st. Please apply using our online application.

<https://www.globalminnesota.org/about/internships/>

Requested Documents:

- Resume
- Cover Letter

Applications accepted via:

- Other

Important Dates

Posted On:

Nov 07, 2016

Applications Accepted Until:

Dec 15, 2016

Contact Information

Employer: Minnesota International Center

Name: Mr. Shawn Boonstra

Title: Office Manager and Intern Coordinator

E-mail: cgray@umn.edu

Website: <http://www.micglobe.org>

Phone: (612) 625-1662

Address: 1901 University Ave SE
Minneapolis, MN
55414 United States

Desired Start Date:

January 17, 2017

Approximate Hours Per Week:

10

Qualifications:

Each area involves a different set of duties, which you can read on our website, but all of them require:

- Strong writing skills
- Basic knowledge of basic marketing communications best practices
- Willingness to learn more software
- Attention to detail
- Ability to work with confidential information
- Ability to work as part of a team as well as individually
- Strong organizational skills and the ability to prioritize
- Punctuality
- Strong written and verbal communication skills
- Previous clerical experience (preferred)
- Ability to provide and accept feedback
- Strong customer service skills