

# GULF COAST CITIZEN DIPLOMACY COUNCIL

## **Program Intern - Part Time Volunteer**

The Gulf Coast Citizen Diplomacy Council is a private, nonpartisan, nonprofit organization, which implements the International Visitor Leadership Program of professional and cultural exchanges for the U.S. Department of State in Northwest Florida. The purpose of the exchange is to increase mutual understanding through communication at the personal and professional levels and thereby contribute to improving relations between the United States and other countries. Participants are established or emerging foreign leaders in government, politics, media, business, education, science, arts, and other key fields. They are selected by American embassies overseas to visit our country, to meet and confer with their professional counterparts, and to experience our society firsthand.

### Program Intern Job Description

The Program Intern is responsible for helping the Executive Director implement professional programs of study and observation for U.S. Department of State international visitors. In consultation with the Executive Director, the Program Intern conducts research, coordinates thematically-tailored programs, develops a schedule of appointments, and helps to administer each program from its conception to its completion. This is a volunteer position requiring a minimum commitment of 6 hours per week for 12 weeks.

### Core functions of the Program Intern role include:

- Establishing the concept for each program using guidance provided by the Executive Director, State Department, and other partner agencies
- Determining what is required, balanced, and appropriate content
- Conducting topical research to identify program resources such as individuals, governmental agencies, non-profit organizations, educational institutions, and corporations throughout Northwest Florida
- Maintaining open channels of communication during each program with all relevant parties, informing them of all significant developments
- Adhering to strict program deadlines
- Providing administrative support for each program

### Required Skills & Qualifications

- Advanced internet research abilities
- Willingness to work with a user-friendly database

- Ability to attend to detail under tight deadlines
- Excellent oral and written communication skills
- Ease and confidence in communicating with all types of individuals on the phone, in person, and via email
- Strong conceptual, organizational, and writing skills
- Wide knowledge of American society, culture, history, geography, economy, and government
- Broad familiarity of other countries, peoples and cultures

*To Apply*

Please send a cover letter and resume to Jena Melancon at [jena@gulfcoastdiplomacy.org](mailto:jena@gulfcoastdiplomacy.org). Reference "Program Intern" in the subject line.