



Job Description: Membership Intern

Position Description

The Membership/Outreach Intern is a critical support position that enhances the effective implementation of CIVIC programs and that works to engage area students and community residents as part of CIVIC's vision to foster a more peaceful and prosperous world.

Expectations: Interns are expected to work 10 hours per week based on the established schedule. If you are unable to fulfill your hours, you should contact the ED. Interns are expected to conduct themselves in a professional manner and to abide by all CIVIC procedures and policies. The intern is responsible for the primary responsibilities as outlined below, but is also expected to collaborate and cooperate in the development, implementation and maintenance of all CIVIC programs as needed. (The boat won't go, unless we all row!)

Primary Responsibilities

- Liaison with the Membership Committee.
 - Help Develop, Implement, and Maintain Membership Projects & Procedures developed by the Board
 - Membership Drives
 - Membership Recognition
 - Coordinating Volunteers
- Coordinate (in cooperation with committee, staff program associate, and ED) all member-related functions (Meet & Greets, Annual Meeting, Citizen Diplomat Training Seminars, etc.)
- Collaborate with Programming on Scheduling Members to Volunteer as Program Escorts, Homestays, Meet and Greets, and Home Hospitality for IVLP.
- Maintain membership roster
- Document CIVIC programs (both images and written comments by participants) in cooperation with the communications intern
- Assist with Programming as Needed
- Assist with Visitors as Needed
- Attend CIVIC-sponsored events such as the Annual Membership Meeting and the Celebration of Citizen Diplomacy Dinner

Performance Measurements: You will report to the Program Officer, who reports directly to the Executive Director. Interns will be evaluated after a 30-day period and again every six months.