



Job Description: Programming/Operations Intern

Position Description: This position is a critical support position that enhances the effective implementation of CIVIC programs and that works to promote 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

- Help Develop, Implement, and Maintain Programming/Operations Procedures developed by the Board
- International Visitor Leadership Programming
 - Secure State Department-sponsored visits to eastern Iowa
 - Query using the State Department secure online database (at least 3X weekly)
 - Draft proposals to National Program Agencies (NPAs) that highlight area resources and why incorporating eastern Iowa would make a significant contribution to the IVs program.
 - Input IV information for visits
 - Programs IVLP visits under the supervision of the Staff Program Associate and/or the Executive Director
 - Identify relevant resources for IV from the proposal or as instructed by NPA or CIVIC ED
 - Contact potential resources to schedule meetings (include bio information in correspondence)
 - Schedule IV visits
 - Schedule volunteers to aid in transportation/hospitality
 - Send confirmations to program participants
 - Draft Program Booklets & Transportation Guides
 - Assist with visitors as needed
 - Send thank you notes and project evaluations queries to participants.
 - Track key impact measurements of the program
- 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.