



WORLD AFFAIRS COUNCIL OF GREATER HOUSTON

Position: Programs Intern

POSITION: Program Intern

REPORTS TO: Director of Programs

TYPE: Part-Time (flexible hours within 9:00am – 5:30pm office hours) for current or recent undergraduate/graduate student

COMPENSATION: Unpaid, Course credit possible. Membership in the Council upon completion.

Organization The World Affairs Council of Greater Houston is a private, nonpartisan, nonprofit organization. The mission of the Council is to promote better understanding of the world - the people, politics, economies and cultures - enabling our citizenry to participate more effectively in the global community.

Internship Program This program will expose the intern to the dynamic office setting of an educational nonprofit focused on international issues. The intern will have the opportunity to contribute to the mission of the Council while learning and developing skills specific to their interests and area of study.

Responsibilities The Program Intern will work with the Director of Programs to produce the World Affairs Council of Greater Houston's General Programs from inception to completion. The intern will research potential topics and speakers and write articles for publication once the subject matter has been finalized. In publicizing programs, the intern will also be responsible for creating graphics and other visual assets to represent the event, managing and updating the website accordingly, and working with other departments as needed.

Qualifications

The Program Intern will be comfortable in a fast-paced office environment, must possess the drive to learn and see tasks through independently but ask for assistance when needed.

- Currently pursuing, or recently graduated with, an undergraduate or graduate degree
- Preferred concentration: International Studies, Public Relations, Marketing, Communications, Journalism, Education, or related field with high academic credentials
- Comfortable using computers (both Windows and Mac OS), proficient in Microsoft Office and Adobe suites
- Some experience in graphic design and writing in a professional capacity
- _Excellent written and oral communication skills
- Detail-oriented, organized, and reliable
- Familiarity with and a demonstrated interest in the mission of the Council

To Apply Please send an email to jobs@wachouston.org with the subject [Internship]. Include a resume, cover letter, and 1-2 page writing sample. In the cover letter, please specify for which Internship you are applying and your availability during the specified term (when you would be able to start and what days/hours you would be able to work).