



## Membership and Programs Intern

Fall 2019

### **Position Description:**

The intern will work closely with the Director of Membership and Programs and the Coordinator of Enrichment Programs to implement theme-based programs for Fulbright grantees & international students. Interns will also support professional development initiatives for international educators at 70+ member colleges and universities.

### **Qualifications:**

- Bachelor's degree required (graduate coursework in related field a plus: International education, higher education, cross-cultural communications, etc.)
- Keen interest in the field of International Education (past international work, study or living experience)
- Interest in marketing & communications (past administrative experience working in the field of higher education preferred, past event planning experience a plus)
- Strong written and verbal communication, critical thinking and research skills
- Strong leadership & "people" skills, outgoing personality
- Cross cultural sensitivity in working with non-native English speakers (foreign language skills a plus)
- Attention to detail, responsible, self-starter & dependable
- High energy, willingness to work some evenings & weekends
- Strong computer skills: Microsoft Office (especially Excel), Google Suite, e-marketing, social media, desktop publishing, website design/ maintenance all pluses

### **Responsibilities:** To assist One To World staff in the following functions:

- Support the planning and implementation of programs for international students and Fulbright scholars
- Co-lead events with One To World staff; serve as a resource for students/scholars
- Assist with program marketing and promotion through e-marketing & social media
- Draft program reports for funders and other stakeholders
- Maintain student and scholar database; assist with website updates
- Research potential new member schools and assist with member relations and cultivation
- Support the preparation, coordination, and facilitation of monthly professional development meetings for international educators (Second Tuesday of each month)
- Additional research projects as necessary: intercultural communication theories, country-specific data on international students, potential corporate sponsors, etc.

**Hours:** 15-20 hours per week, plus co-leading evening/weekend programs 1-2 times per month. Must be available the second Tuesday of each month for membership meeting (8:30am-11:30am). Position will last from Sept. through Dec. 2019 with the possibility of extending into spring semester.

**Compensation:** Weekly stipend of \$200 provided for a 17 week semester. Previous graduate assistants have received credit when arranged through their academic department.

Please send cover letter and resume to: Xiaotang Huang, Director of Membership and Programs, at [xiaotang@one-to-world.org](mailto:xiaotang@one-to-world.org). Please write "Membership and Programs Intern" in the subject line.

One To World, Inc. is a private, not-for-profit membership organization which links New York City with the rest of the world through an array of educational services and outreach programs. Dedicated to the promotion of global understanding, One To World creates opportunities for cultural, social, and intellectual interchange between international visitors--students, scholars, trainees, and their families--and residents of the New York metropolitan area. One To World serves as the officially-designated coordinator of enrichment programs for visiting Fulbright scholars in New York and is a nationally and internationally recognized leader in providing substantive and innovative educational programming.