



Joint Internship in U.S. Foreign Policy and Nonprofit Management

**With the Council for International Visitors to Iowa Cities (CIVIC) and
the Iowa City Foreign Relations Council (ICFRC)
In Iowa City, Iowa**

CIVIC is a non-profit community organization that hosts emerging world leaders (businessmen, diplomats, academics, etc.) through international exchange programs in Eastern Iowa. Our visitors share their ideas and the cultures of their home countries, and they get opportunities for networking with local and regional organizations in their fields. In turn, their American partners learn about their own fields in different countries around the world, and they teach the best practices of their profession in the U.S.

ICFRC is a non-profit community and university organization which hosts a variety of internationally minded experts from the University of Iowa and the Eastern Iowa community, as well as visiting scholars, political analysts and politicians to discuss aspects of U.S. foreign policy, international affairs and global issues. ICFRC acts as a regional forum of global issues, a market of ideas in foreign policy, and it is the equivalent of a think tank in the kind of expertise it attracts.

Our interns work on: events planning, logistics and coordination, fundraising, professional reporting and grant-writing, office administration.

The ideal intern

- Must be able to multitask, be committed and self-motivated, but flexible
- Must be fluent in English communication in writing, speaking, and can handle phone calls
- Should speak other regional and world languages or strategically important languages
- Should be willing to (learn to) drive in the U.S.
- Should have a demonstrated interest in the nonprofit sector
- Should have some experience working in an office (nonprofit, educational, cultural or corporate)
- Should have an academic background in: Political Science, History, the Arts, area studies including American Studies, English Lang & Lit, International Affairs/Relations/Diplomacy or related professions or disciplines
- Should have a sense of humor and collegiality, be a team player
- Should enjoy a quick-paced work environment

A CIVIC-ICFRC internship strengthens your professional record in:

- the nonprofit sector
- International Relations
- think tanks
- hospitality and tourism
- community leadership and organizing
- educational outreach