



Membership and Programs Intern

Spring 2023

Position Description:

The Membership & Programs intern will work closely with the Director of Membership and Programs and the Coordinator of Enrichment Programs to implement face-to-face and virtual enrichment programs for Fulbright grantees & international students and to support professional development initiatives for international educators at our member colleges and universities.

This is a hybrid internship opportunity for the spring semester open to graduate students in the NYC metro area.

Responsibilities:

- Support the planning and implementation of in-person and virtual 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
- Maintain student and scholar database; assist with website updates
- Research potential new member schools and assist with member relations and cultivation
- Support the preparation, and coordination 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.

Qualifications:

- Current graduate student in the NYC area. 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 organizational skills with the ability to handle multiple ongoing projects at once
- Strong written and verbal communication, critical thinking and research skills
- Strong leadership & “people” skills
- 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 either for online Zoom events or for in-person events
- Strong computer skills: Microsoft Office (especially Excel), Google Suite, e-marketing, social media, website design/maintenance all pluses

Hours: Average of 15 hours per week, plus the possibility of co-leading evening/weekend programs 1-2 times per month. Position will begin February and preference will be giving for candidates who are available through the end of May 2023.

Compensation: \$275 stipend per week. Previous graduate interns have received credit when arranged through their academic department.

Please send cover letter and resume to: Jade Quevedo at jade@onetoworld.org. Please write “Membership and Programs Intern” in the subject line.

One To World is a New York City-based non-profit organization whose mission is to advance global cooperation and foster intercultural understanding. To this end, we bring Americans together with international university students and Fulbright Scholars from around the world to share their lives and perspectives in life-changing ways.