**Title:** WACC Remote Intern — Spring 2021  
**Employer:** World Affairs Council of Charlotte (WACC)  
**Location:** Charlotte, North Carolina

The World Affairs Council of Charlotte (WACC) was founded in 1983 as an outreach program of UNC Charlotte and its Office of International Programs. As a non-profit, non-partisan organization, we are supported by private funding from individual and corporate member dues. As a regional center for education and discussion of world affairs, the Council seeks to provide leadership for global thinking, believing that a broad perspective is necessary for effective competition in the global economy and for responsible citizenship in an increasingly interdependent political world.

The WACC internship program offers students a dynamic and unique learning experience supporting international education programming in the greater Charlotte area. Our goal is that you gain practical skills and lifelong experiences that will be helpful to you in the future.

- Flexible schedule (10+ hours per week) as determined by student's schedule  
- Spring 2021: January — May with some flexibility  
- WACC office is on UNCC's campus; CHHS 227  
- **Remote working capability is required, pending UNCC and NC state regulations**  
- All internships are unpaid

We want the vast majority of your time spent on achieving goals agreed upon prior to the beginning of your internship, though you will be periodically given assignments outside the scope of the job description.

**Responsibilities:**

- Assist the Program and Membership Manager in the following areas: recruitment of new members, communication to current members, tracking membership data and trends, and analyzing data for reports to the WACC staff  
- Assist in gathering daily headlines and news articles pertinent for WACC website, blog, publications, and social media outlets: Twitter, Facebook, and LinkedIn  
- Draft content for WACC blog and e-newsletter; predominantly focused on foreign affairs, international economics, and global education  
- Make regular scheduled posts to social media sites, including Instagram and Facebook  
- Design and draft content specific to marketing materials and media advisories  
- Provide virtual event support and manage logistics to include registration, organization of funds, and management for following WACC programs:  
  o WACC Virtual Distinguished Speaker Series: former and current speakers include current and former ambassadors from around the world, domestic and international presidents, cabinet secretaries, directors of federal agencies, writers and journalists, expert academics, and founders of nonprofits  
  o Young Professionals of the WACC programs: the WACC’s Young Professionals network  
  o Academic WorldQuest: local trivia competition of global knowledge for high school students
Ideal Qualifications:

- Interest in world affairs and the Charlotte business / nonprofit community
- Competence in e-mail, word processing, database management, and spreadsheets
- Familiar with Windows operating system and Microsoft Word Office Products
- Experience with social media post generation, posting, and maintenance
- Good organizational, time management, and oral and written communication skills
- Attention to detail and ability to meet set deadlines
- Ability to work independently with limited supervision

Time and Place:

This internship will be conducted virtually.

At least 10 hours per week are required for the internship program. Hours and days are flexible and will be worked out according to the student’s schedule.

How to Apply:

Please send a cover letter, resume, and a short writing sample via e-mail to nameris@worldaffairscharlotte.org. If you have additional questions, please call 704-687-7762.