



Title : **Programming Intern - Spring 2017**

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, it is supported by private funding from individual and corporate member dues and contributions. 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. For more information, please go to www.worldaffairscharlotte.org.

The WACC internship program hopes to offer students an enjoyable 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.

- Students can obtain internship credit based on their academic program requirements
- Flexible schedule (10 – 15+ hours per week)
- All internships are unpaid. The WACC does not provide any other benefits to its interns (i.e. sick time, vacation time, health insurance, etc.)

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.

Major Objectives:

Title: Programming Intern

Responsibilities:

- Assist Program Manager and Program Director in logistics and/or event support to include registration, collecting of funds, management of registration information specific to the following programs:
 1. Speaker Series Program
 2. Voyagers Club
 3. Ambassador’s Circle Program
 4. Business Breakfast Series
 5. Great Decisions
 6. The Magellan Society (Young Professionals)
 7. VIP receptions, private dinners and “Member Only” Programs
- Submit event information to event calendars online and print publications
- Provide content for blog (specific to upcoming programs and post-program information)
- Take photographs at various programs for upload to website, blog and social media pages
- Prepare marketing material specific to bulk mail announcements (postcards) and online announcements through Constant Contact
- Update programming files, calendars and program schedules (*as needed)
- Coordinate with program vendors as requested by Program Manager or Program Director
- Other administrative duties as assigned/requested

You should have the relevant qualifications/requirements:

- Competence in e-mail, word processing, database management and spreadsheet applications. Must be familiar with Windows operating system and Microsoft Word Office Products
- Enjoys interacting with people of all levels
- Good organizational, time management and oral and written communication skills
- Attention to detail (required)
- Ability to multi-task and adjust workload depending on programming requirements
- Flexibility to adjust schedule for evening programming when possible
- Ability to work independently with limited supervision

Time and Place:

World Affairs Council of Charlotte
UNC Charlotte - CHHS 227
9201 University City Blvd.
Charlotte, NC 28223

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 academic schedule.

Commitment: Spring 2017 – January through May

*There is some flexibility on the start and end dates

Website

www.worldaffairscharlotte.org

How to Apply

Please send a cover letter and resume via e-mail to Kristina Drye, Program and Membership Manager (info@worldaffairscharlotte.org).

Please call 704-687-7762 or e-mail info@worldaffairscharlotte.org if you have additional questions about the internship