

Title : WACC Intern - Spring 2018
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.

- Students can obtain internship credit based on their academic program requirements
- Flexible schedule (15+ hours per week) as determined by student's schedule
- Spring 2018: January - April with some flexibility
- WACC office is on UNCC's campus; CHHS 227
- 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; predominately focused on foreign affairs, international economics, and global education
- Design and draft content specific to marketing materials and media advisories
- Provide event support and manage logistics to include registration, organization of funds, and management of the following WACC programs:
 - Ambassadors Circle Series: current and former ambassadors from around the world
 - Speaker Series: former speakers include domestic and international presidents, cabinet secretaries, directors of federal agencies, writers and journalists, expert academics, and founders of nonprofits
 - Business Breakfast Series: Charlotte-area experts on economic and business trends
 - The Magellan Society: the WACC's Young Professionals network
 - Academic WorldQuest: local high school trivia competition of global knowledge

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
- 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
- Flexibility to occasionally adjust schedule for evening programming

Time and Place:

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

At least 15+ 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 2018 – January through May

*There is some flexibility on the start and end dates

How to Apply:

Please send a cover letter, resume, and a short writing sample via e-mail to Jessie Hermann, Program and Membership Manager (info@worldaffairscharlotte.org).

Call 704-687-7762 or e-mail info@worldaffairscharlotte.org if you have additional questions.