



## Internship Role Description

for Eleven+ Scholar Applicants

### Name of Hosting Organization:

The Cleveland Council on World Affairs

### Internship Role Title:

International Exchanges Intern

### Number of roles available:

1

### Available to (select any that may apply)

College Student

Graduate Students

### Work Location & Office Covid Protocols is applicable (select any that may apply)

All in person

### Internship Work Address:

812 Huron Road East, Suite 620  
Cleveland, OH, 44115

### Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

### Mission of Hosting Organization

Our mission is to inspire engagement in international affairs and world cultures through citizen diplomacy, education, and public dialog.

### How does this internship role support the mission/purpose of the organization

We deliver a range of programs that offer international affairs education and build global awareness in the three program areas reflected in our mission: global education; speaker programs; and international exchanges. This internship would focus on that third program area international exchanges. Our international exchanges convene students and emerging leaders from around the world and facilitate global conversations with Clevelanders about how to improve our communities through action, innovation and collaboration.

The Cleveland Council on World Affairs is a nationally recognized leader in creating meaningful international exchange experiences complete with engaging professional meetings, home hosting experiences, and memorable cultural activities. CCWA welcomes over 400 international visitors from around the world to Cleveland each year through various U.S. Department of State and custom exchange opportunities.

### What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team

This role will work with the International Exchanges Team.

### Will there be additional networking opportunities within the organization for the intern to gain

## expose to other roles and functions.

There will be meetings through the summer for all interns to meet with other members of the staff, and learn about career paths within international affairs, career paths within the state department, and build their resume and cover letter skills for the future.

<b>Anticipated Start Date</b>	Monday, June 3, 2024
<b>Anticipated End Date</b>	Friday, August 16, 2024
<b>Total Number of Weeks for the internship:</b>	10
<b>Total Number of hours per week the intern is expected to work:</b>	24
<b>Workday starts at: (start time or flexible)</b>	9:00am
<b>Workday ends at: (start time or flexible)</b>	5:00pm
<b>Host Organizations website:</b>	<a href="https://www.ccwa.org/">https://www.ccwa.org/</a>
<b>Contact Name</b>	Maria Garcia-Olalla
<b>Contact Email</b>	mgarciaolalla@ccwa.org
<b>Mentor Name</b>	Maria Garcia Olalla
<b>Mentor Email</b>	mgarciaolalla@ccwa.org

## Internship Summary

This internship gives students the opportunity to work on U.S. Department of State exchange programs, via different projects. During Summer 2024, interns will work on the International Visitors Leadership Program, a youth program - Jovenes en Accion, and a Fulbright weekend program. During their time with us they will help write proposals to apply to IVLP projects, help plan professional meetings, keep track of data, go out with groups and accompany them to meetings and act as their Cleveland Liaison.

## Essential Responsibilities of this role?

- Help apply to IVLP projects, by writing proposals.
- Help plan professional meetings, and finalize program materials
- Keep track of project data
- Go out with groups and accompany them to meetings and act as their Cleveland Liaison.

## Skill Development Opportunities

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Time Management

Creativity

Adaptability

Work Ethic

Leadership Skills

## **Knowledge and skills required for this role**

- Ability to fulfill the time commitment required
- Strong written and oral communication skills, and internet research skills
- Strong interpersonal skills
- Time Management and organizational skills
- Professional demeanor
- Ability to work independently
- Show Initiative
- Ability to work with Word and Excel

## **What does success look like for the intern at the end of the summer**

- One or more proposals written by intern were accepted
- Intern has gone out with one or more groups alone without a CCWA staff member
- Intern has facilitated one or more meetings alone without a CCWA staff member
- Intern has gained experience in writing proposals
- Intern has developed time management skills
- Intern has developed facilitation skills
- Intern has developed cultural competency skills
- Intern feels like they have grown professionally

## **Other information**

Our office will be closed the first week of July. (Monday July 1st through Friday July 5).

**Prepared by:** Maria Garcia Olalla

**Date** Monday, December 4, 2023