

GLOBAL TIES > Arizona

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Global Ties Arizona Spring-Summer 2024 Internship

If you're looking for an opportunity to help drive global engagement in Arizona, this position is for you!

Internship Position: Program Operations Assistant

Position Type: Part-time Undergraduate Internship (10-15 hours per week)

Duration: 100 hours total

*Potential of extension pending performance and funding.

Stipend: \$1500

Location: Hybrid | Office: 1240 E. Missouri Ave. Suite #205, Phoenix, AZ 85014

About Global Ties Arizona:

Global Ties Arizona is a non-profit organization dedicated to fostering international understanding and collaboration. Through innovative exchange programs, cultural events, and educational initiatives, we connect individuals and communities across borders to build a more peaceful and prosperous world.

Position Overview:

Global Ties Arizona is seeking a motivated and detail-oriented individual to join our team as a Program Operations Assistant. This internship offers a valuable opportunity to gain hands-on experience in international relations, event coordination, and non-profit management. The Program Operations Assistant will work closely with members of our team to ensure the smooth execution of our various programs and initiatives.

Key Responsibilities:

- Assist the Program Officer in the coordination and implementation of exchange programs, including logistics, communication with participants, and event planning with incoming delegations.
- Provide administrative support such as scheduling meetings, preparing program documentation, and preparing visitor welcome materials.
- Conduct research on relevant topics to support program proposals, development, and planning.
- Assist in maintaining databases and tracking program metrics.
- Work with the Communications Coordinator to support outreach efforts by drafting promotional materials, social media posts, and newsletters.
- Provide on-site support during events and activities as needed and as aligned with schedule.
- Other duties as assigned by the President & CEO to support the overall mission and goals of Global Ties Arizona.

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Qualifications:

- Currently enrolled in an undergraduate college or university program, preferably in international relations, global studies, nonprofit management, or a related field.
- Experience working with CRMs (Customer Relationship Management Systems) a PLUS!
- Excellent organizational skills with the ability to manage multiple tasks and priorities efficiently.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office suite, Google Workspace, and creative platforms such as Canva.
- Detail-oriented with a commitment to accuracy and quality.
- Ability to work independently and collaboratively in a team environment, both in-person and remotely.
- Interest in international affairs, cultural exchange, and diplomacy.

Additional Information:

In Office Requirement: The selected candidate will be expected to be present in the office at least once per week for half of the weekly hours to facilitate team collaboration and coordination. The specific schedule will be determined in consultation with the President & CEO.

Reporting: This position will report directly to the President & CEO but will work closely with various team members.

- **Opportunities:** Occasional opportunities to attend conferences, job-shadowing, and extracurricular networking events may be offered to interns with demonstrated capacity. Student interns may attend meetings/engagements with our incoming international visitors in an observation role and accompany delegations as appropriate outside of the working schedule.

How to Apply:

To apply for the Program Operations Assistant internship position, **please submit a resume and cover letter** outlining your qualifications, relevant experience, and interest in the role to hr@globaltiesarizona.org. Only candidates selected for interviews will be contacted. Applications will be reviewed on a rolling basis until the position has been filled.

Global Ties Arizona is an equal opportunity employer and welcomes applicants from diverse backgrounds. We encourage individuals with disabilities, minorities, veterans, and women to apply.

Join us in making a difference in the global community!