GLOBAL LIVINGSTON INSTITUTE INTERNSHIP DESCRIPTION

Title: Community Partnerships Intern
Reports to: Director of Operations

Job Summary
The GLI is searching for a highly motivated Summer Intern that can help with the day-to-day operations of our fast-paced organization both domestically and internationally. We are seeking someone who is looking to grow professionally coordinating logistics, implementing key events, and working cross-culturally. Must be based in Denver, Colorado.

Duration of internship: June 1st – August 31st (start and end dates can be flexible)

Key Roles and Responsibilities
- Handle pre-trip international travel logistics:
  - Enter trips and travelers’ information on Salesforce.
  - Pre-trip correspondence with GLI travelers.
- Handle post-trip follow up communications with GLI travelers (email, survey, etc.)
- Support Alumni Association work: track progress and impact.
- Create and design promotional materials for GLI’s programs.
- Organize and update GLI’s contact database.
- Content creation for GLI’s social media platforms and website support.
- Support key programs and operations as time allows, including but not limited to:
  - Women’s Leadership Association
  - Global Classroom
  - Concert Series
  - Entusi Resort & Retreat Center

Specific to Denver
- Represent GLI through the Mandela Program: meeting organization, event planning, and general program coordination.
- Check mail 1-2x per week at the Posner Center for International Development.
- Track donations and send acknowledgement letters to donors.
- Organize suitcases of GLI supplies for travelers to bring to East Africa.

Qualifications
This person must think differently, think big. We work really hard and really fast, and we love what we do. And we have a highly collaborative team. We are looking for someone who has a passion for international development, social impact in East Africa, and leadership development.
Additional qualifications include:

- Strong written and verbal communication skills.
- Ability to self-manage and problem solve in many situations that require a quick response.
- Excellent organization skills and ability to multitask to complete a wide variety of tasks within a short timeline.
- Attention to detail to ensure tasks are completed thoroughly before review.
- Excels at working in a fast-paced, dynamic work environment and being part of a global team.

Compensation
$1,000 USD per month

To apply:
Please submit a cover letter and resume to Cat MacCormick (catherine@globallivingston.org) by June 1st, 2022. Applications will be reviewed on a rolling basis. For additional information, please also contact catherine@globallivingston.org.