Open Internship: Global Education Program (Part-time)

About WAC
Since 1985, the World Affairs Council of Kentucky & Southern Indiana (WAC) has been a hub for international exchange, dialogue, and learning. Our mission is to inform, connect and engage the community about the issues that affect people in an increasingly complex world. We achieve this by providing a forum for diverse perspectives and engaging discussions, and by connecting the region with the future leaders of the world across all public, private and non-governmental sectors. We provide opportunities for the public to learn about the global and cultural diversity of the local community and wider world. Learn more at www.worldkentucky.org

Internship Description
The World Affairs Council of Kentucky and Southern Indiana, a Louisville nonprofit membership organization, seeks a part-time (15-20 hours per week) global education intern to support the development of global literacy in local students. The internship will assist with the planning, development, and evaluation of Academic WorldQuest™, the Global Citizenship Program, and additional education initiatives. This position reports to the Global Education Programs Coordinator.

Essential Intern Functions
- Assist in the redesign and local promotion of Academic WorldQuest™
- Aid the development of summer student program curriculum
- Create education themed social media posts for Facebook, Instagram, & LinkedIn
- Update WAC’s catalog of educators and administrators at the school and district level
- Help with the creation and design of the monthly WAC global education newsletter
- Support event execution, including facilitating technology for virtual events, as required
- Other related duties as assigned; special projects as required

Qualifications
Required:
- Interest in education, nonprofit management, or international studies
- Demonstrated passion for and knowledge of world affairs, global current events, and WAC’s mission
- Proficiency with project trackers, Google Suite, and digital communication
- Developed cross-cultural competence, evidenced by prior work, study, or travel
- Strong communication and research skills and a penchant for writing
- Proven time management, dependability, efficiency, organization, and team skills
- Creativity and ability to solve problems with diplomacy, flexibility, and good judgment
Preferred:
• Experience working or volunteering in K-12 education
• Experience working with WordPress, MailChimp, and Canva
• Women, minorities, individuals with disabilities, veterans, and intersectional individuals are strongly encouraged to apply

Environment and Other Expectations
Given the realities of Covid, we anticipate this position to be at least partially remote for the next few months, so applicants should have access to reliable phone and internet service. This position involves primarily daytime, weekday hours on a consistent schedule to be identified with the individual, no more than twenty (20) hours per week.

Compensation
This internship is unpaid but can qualify for school credit if desired.

To Apply
Please email a cover letter and resume to samantha.risen@worldkentucky.org with “Global Education Intern Application” as the subject. For priority consideration, applications should be received no later than Friday, June 4, 2021.