

# United States Jobs Expertini®

**Intern (GAA/IT Intern)**

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Company: CIEE

Location: United States

Category: other-general

**Position :** Government Affairs and Advocacy and Information Technology (GAA/IT Intern)

**Reports to** Vice President, Government Affairs and Advocacy (GAA)

**Department:** President's Office

**Location:** Washington DC (Remote)

**Length:** 10 weeks, June 10 to August 16

**Schedule:** Up to 20 hours a week (flexible schedule with required attendance at weekly meetings during 8 am – 5 pm EST business hours)

**Who we are:**

CIEE is a nonprofit study abroad and intercultural exchange organization that transforms lives and builds bridges between individuals and nations through study abroad and international exchange experiences that help people develop skills for living in a globally interdependent and culturally diverse world.

**Why work with us:**

**You will change the world**CIEE builds bridges between different people, different countries, and different cultures. We help young people participate in high-quality international exchange and study abroad programs that bring the world together. We change lives, our alumni change the world. Be part of the change!

**You will be part of a fast-paced, international, diverse, and collaborative team of professionals.** CIEE operates the largest nonprofit network of study abroad locations, with facilities and staff in 26 countries. Additionally, we help international participants from over 130 countries come to the USA each year. Committed to excellence and solving whatever

problem the world throws at them, CIEE professionals work on international teams, and are dedicated to advancing our 75-year-old mission to make the world a more peaceful place.

**Who you are:**

CIEE seeks four diverse, talented, high-energy, highly motivated, and currently enrolled undergraduate student interns for remote work. The Student Interns will assist the Vice President of Government Affairs and Advocacy (GAA) and the Vice President of Information Technology (IT) in updating contact databases; tracking and summarizing policy and regulations; developing communications; and, supporting the GAA advocacy strategy in support of CIEE's international education and exchange programming.

**What You'll Do:**

The primary responsibility of each intern is to support the Vice President of GAA and the Vice President of IT, to include the following responsibilities:

Learn and communicate international exchange and study abroad data, trends, and industry issues.

Update Salesforce contacts database with Congressional members, staff and other key stakeholders in federal and state government.

Work closely with IT team in updating databases, creating reports and graphs, and analyzing and enhancing spreadsheets, and website development.

Support the communications in outreach to external stakeholders; event planning in preparation for annual conferences; and liaise between internal departments.

Efficiently utilize internal organizational and administrative tools (e.g. Microsoft Office, Salesforce, Canva, SendGrid, etc.).

Track, research, and summarize federal or state policies and regulations.

**What you'll bring:**

Must be currently enrolled in a four-year bachelor's degree program with a major in Political Science, Public Administration, Quantitative Social Sciences, Government, International Affairs, International Relations, Sociology, Communications, or relevant academic field.

Must be a self-starter with the ability to work with minimal supervision and complete

assignments on time.

Must possess excellent oral, written, and interpersonal communication skills and ability to prepare documents, communicate ideas, and build relationships.

Must have strong organizational skills, attention to detail, ability to prioritize and demonstrate effective project coordination, facilitation and implementation based on past work or school experience.

Must be confident, communicate clearly, and demonstrate excellent judgment and intercultural competence.

Must be available to participate in weekly meetings Monday to Friday during the hours of 8 am to 5 pm EST

### **Location Requirements**

The position is available to applicants in Canada and the United States, **except for applicants residing in :**

Washington (state)

Colorado

California

Jersey City, NJ

### **Diversity matters:**

CIEE believes that diversity matters and that professionals with diverse backgrounds provide diverse approaches and ideas to solving problems and finding ways to advance our mission to bring the world together. Candidates from underrepresented groups with diverse backgrounds and experiences are strongly encouraged to apply.

\*Due to federal regulations a background check will be conducted as a condition of employment.\*

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