Friends of Springfield Commission on International Visitors

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Agency Contact: Jeff Berg, International Programs

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
The Springfield Commission on International Visitors (SCIV) is a non-profit organization that develops international professional exchange programs through the U.S. Department of State (Global Ties U.S.) and the U.S. Legislative Branch (Open World Leadership Center). The SCIV seeking college students interested in international affairs for volunteer internship roles.

Internship or Job Description
Marketing, Events and Outreach position may include

- Research local resources and issues for programs
- Write proposals for upcoming programs
- Coordinate local programming and create welcome packets
- Database Management
- Communications/Public Relations

Basic student learning anticipated
Interns gain experience with a non-profit organization and improve communication skills through contact with community leaders across various industries, national programming agencies, commission volunteers and others. Interns gather, verify and upload information crucial to the success of programming, create professional proposals and assist with coordinating leadership programs the commission hosts.

Hours per week: Up to 20

Number of weeks: 8

Position Available: Spring
Possibility of Illinois Higher Board of Education grant-supported stipend

Updated: 12/2/15