Friends of Springfield Commission on International Visitors

Street Address: 109 N. 7th Street, Springfield, IL 62701

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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 We are a local non-profit organization that works with International Visitor Leadership Programs through the U.S. Department of State (Global Ties > U.S.) and the U.S. Legislative Branch (Open World Leadership Center). The non-profit “Friends” organization is the administrative, though separate, arm of the Springfield Commission on International Visitors, a Mayoral Board of 18.

Internship or Job Description Marketing Assistant Internship

Database Management

Communications/Public Relations

Networking

Work closely with Program Manager

Basic student learning anticipated Working for the Friends of the Springfield Commission on International Visitors will give a student 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. The student will gather, verify and upload information to the Global Ties > U.S. database crucial to the success of programming developed for International Visitor Leadership Programs that take place in Springfield.

Hours per week: Up to 20

Number of weeks: 8 (other options totaling the number of required hours can be considered)

Position Available: Spring

Updated: 11/23/2014