



## **International Visitors Council of Metropolitan Detroit – Internship Program**

The International Visitors Council of Metropolitan Detroit (IVC Detroit) is a nonprofit organization that administers international exchange programs on behalf of the U.S. Department of State. Our mission is to promote citizen diplomacy, the concept that the individual citizen has the right, even the responsibility, to shape U.S. foreign relations “one handshake at a time.”

Founded in 1972, IVC Detroit belongs to a national network of organizations through the National Council for International Visitors (NCIV). Each year, IVC Detroit coordinates exchange programs for hundreds of international visitors in every field-- from the arts, business, media, politics, religion, youth activism , and more -- introducing them to our unique city, its citizens and the metro area’s vast resources through meetings with counterparts, as well as through social and cultural activities.

***Be a part of this exciting international initiative! IVC Detroit is seeking volunteer interns for a minimum commitment of 12 hours per week. University credit may be available.***

### **Internship/Program Assistant Description**

- Assist with planning, coordination, implementation of international programs: esp. professional meetings and cultural activities
  - Research relevant Detroit-area resources on specific themes such as Economic Development, Interfaith Cooperation, International Trade, Antiterrorism Efforts and Border Control; Civil Society, Rule of Law, NGO Management, etc.
  - Create resource lists for potential upcoming programs;
  - Document current resources: add to database, e-mail lists, etc.
  - Assist with follow-up communication (thank you letters, evaluations) post-program
  - Draft program itineraries and directions according to templates; Prepare program welcome packets; File programs electronically
  - ***Attend meetings with international visitors as appropriate***
- Write -newsletter articles when requested about the international exchange program delegations
- Assist in promoting IVC visibility though updates to website, Facebook, Twitter and social media
- Attend IVC social and cultural functions and assist in arrangements
- Assist in documenting and tracking statistics (numbers of international visitors, hotel stays, attendees at IVC events)

For more information, please contact Marian Reich at IVC Detroit: [marian@ivcdetroit.org](mailto:marian@ivcdetroit.org) or call 248-375-7300. To apply, please send a brief cover letter and resume to Marian Reich via e-mail:

[marian@ivcdetroit.org](mailto:marian@ivcdetroit.org) or mail: IVC Detroit, 2601 Cambridge Ct., Suite 500, Auburn Hills, MI 48326.