

Internship Program

The Norfolk Sister City Association Internship Program positions are developed to provide meaningful curriculum-related experience in a professional working environment within the Non-profit sector. The program is designed for the mature student who has attained at least a junior-level status while currently in attendance at a four-year college or university, though more junior students may be considered. Current post-graduate (Master, Doctorate, etc.) students are also eligible.

PROGRAM OPPORTUNITIES

Currently, one position is available during each semester and two positions are available during the summer. Positions require approximately 125 contact hours over the term of the internship. Internships are generally unpaid positions which provide the successful candidate with significant work experience, exposure to management in the nonprofit sector, and contact with a broad cross-section of the community. Reimbursement for parking expenses is available on a limited basis. Some academic majors which may qualify for Internships include, but are not limited to:

Business Administration
International Relations
Foreign Languages
Marketing or Public Relations
Event Management

Technology
Political science
Public Administration
Communications
Recreation and Tourism

HOW TO APPLY

Required:

- A completed Norfolk Sister City Association Internship Program Application
- A copy of the college/university transcript (unofficial copies are acceptable)

Optional:

A current resume

Applications can be submitted to the Norfolk Sister City Association via internet, U.S. Mail or in person. The specific project areas(s) of interest, as listed above, must be entered on the application. Positions will be filled on a competitive basis.

Applications must be submitted to:

Norfolk Sister City Association
Attn: Intern Program
P.O. Box 3074
Norfolk, VA 23514

ashley@norfolksistercities.org

Norfolk Sister City Association Intern Program

I. Expectations

The successful candidate for an Internship with the Norfolk Sister City Association:

- A. Is pursuing a degree in a relevant field of study;
- B. Has reliable transportation;
- C. Is dependable, responsible, professional and enthusiastic;
- D. Is proficient with computers, office equipment, and basic computer programs (Word, Excel, PowerPoint, etc.);
- E. Possesses good written and oral communication skills; and
- F. Works well in a team environment, yet has strong self-initiative.

II. Duties & Responsibilities

The Intern will be assigned responsibilities in the following areas:

- A. Develop, prepare, publish, execute and evaluate programs.
- B. Draft, edit and proofread program-related flyers, press releases, brochures, etc.
- C. Assist with the planning, setup, staffing, and take-down of displays.
- D. Assist with planning, registration, set-up, and clean-up of programs/special events.
- E. Create documents, publications, newsletters, and marketing materials.
- F. Prepare, maintain, and mail information packets and media materials.
- G. Provide research assistance to support programs, special events, speakers, grants, etc.
- H. Special projects or other duties, as needed.

III. Supervision

The Intern will be primarily supervised by the Association's Executive Director. Ample opportunity exists for independent activity as well as contact with Association Leadership (Board President, Directors, and Event and Committee Chairpersons).

IV. Internship Objectives, Learning Activities and Evaluation Criteria

A. Event or Project Management

1.) Learning Objective: Understand the concept and develop a project or event (open to the public) containing significant program element (such as special guest speakers or panelists, exhibits, or performances), including all preparatory administration, pre- and post-event activity(ies), schedule, and post-event evaluation.

2.) Learning Activities: Assisting the Association staff and leadership in these activities for annual and special events or individual projects leading to special event. Intern will work with the project leader to develop specific plan of action and milestones to support the planning and execution project or special event.

3.) Evaluation Criteria: Assess the Intern's ability to foresee issues, pre-plan, respond to changes, create solutions, and conclude an event with success. Discuss the same during final interviews.

B. Nonprofit/Business Management

1.) Learning Objective: Understand the basic structure of non-profit organizations, their legal basis (501c3 criteria), their financial responsibilities and liability and their value to Americans.

2.) Learning Activities: Attend selected board or committee meetings and/or participate in staff discussions that address these issues.

3.) Evaluation Criteria: Assess the nature of questions and the level of curiosity exhibited by the Intern. Discuss these issues during mid-period and final interview sessions.

C. Organization Skills

1.) Learning Objective: Become aware of the routine and special activities that a nonprofit association must accomplish to maintain a healthy, competent, and effective organization and be able to respond to opportunities or to challenges.

2.) Learning Activities: Answer phones; manage, act on, or direct to appropriate persons for action, the Association's daily email messages, incoming and outgoing postal mail, and fax messages as appropriate. Maintain the Association's membership database, its programs database, and other databases accurately.

3.) Evaluation Criteria: Assess the Intern's sense of responsibility, his or her readiness to ask for guidance rather than risk important files, his or her ability to pay attention to detail while maintaining sight of larger objectives. Discuss same during final interviews.

D. Technology in Nonprofit Management

1.) Learning Objective: Understand the role, value, and use of technology in an organization.

2.) Learning Activities: Increase proficiency in basic word processing, database management, and electronic calendar programs in planning and organizing tasks and information.

3.) Evaluation Criteria: Assess the Intern's ability to create files and databases, maintain electronic calendar, download information from the internet, create and respond to e-mail messages, manage a tasking list. Skills will be reviewed on an ongoing basis.

E. Language and Translation Support Services

1.) Learning Objective: Increase foreign language proficiency and understand the requirements and needs of language translation support in an organization with international contacts.

2.) Learning Activities: Work with language professionals in providing translation support services (oral and written) to/from English and a second language (Japanese, Russian, German, and French) in conjunction with official visits and programs.

3.) Evaluation Criteria: Assess the Intern's skill level, speed, and proficiency in accurately translating written documents, official proceedings, and/or conversational speech in conjunction with delegation visits.