

# Internship Development E-Intern



Project Title	Internship Development E-Intern
Project Summary	Collaborate with the Office of International Visitor's (OIV) Intern Coordinator to create and develop new resources for interns in OIV's internship program.
Country	United States
Agency	Department of State
DoS Office	ECA/PE/V
Post	N/A
Section	N/A
Number of Interns	1

## Project Description

What makes a great internship? We want to hear from you! The Office of International Visitors (OIV) aims to provide substantive internship experiences for all of our interns and we need your help enhancing our professional development program.

As an e-intern, you will be responsible for researching local events and developing various materials that will aid in career and professional development for our Pathways Interns.

You will also be asked to develop one pagers of the latest office updates to be distributed to all staff members once per month and to produce other communications related material as needed.

## Desired Skills Interests

### Skill

Communication Skills

international exchange

International Exchange Programs

Writing Skills

Networking

## **Additional Information**

This internship is in the Bureau of Educational and Cultural Affairs (ECA). The Bureau of Educational and Cultural Affairs' International Visitor Leadership Program (IVLP) brings current and emerging leaders from around the world to the United States for intensive three-week exchanges. Each year, approximately 5,000 participants on over 800 projects focus on thematic topics including U.S. foreign policy, climate change and renewable energy, conflict resolution, investigative journalism, volunteerism, rule of law, and more.

## **Language Requirements**

*None*