Creative Programming Assistant for U.S. Embassy/American Center Tunis

Project Title	Creative Programming Assistant for U.S. Embassy/American Center Tunis
Project Summary	The U.S. Embassy in Tunis is seeking two virtual interns to help plan, implement, and publicize our American Center creative programs. Apply to join us if you are genuinely interested in this project! :)
Country	Tunisia

Project Description

With some or minimal supervision, duties will include:
- Captioning events in real time (for virtual and blended events)
- Subtitling videos produced about American Center events and resources
- Curating films to potentially use for programming
- Reviewing and tidying up slides from speakers if needed, then populating the content into interactive tools we use
- Facilitating English conversation hours and film discussions (and/or recruiting/recommending other Americans)
- Moderating/facilitating events and small group activities (virtual or blended, but also in-person where only the intern is joining in virtually)
- Facilitating MOOCs and adding a quiz element so participants can earn a digital credential at the end
- Working independently and with other interns to manage several tasks and projects
- Other tasks as needed

Required Skills or Interests

Skill(s)
Cultural diplomacy
Design thinking
Editing and proofreading
Educational design
Storytelling/blogging/vlogging

Writing

Additional Information

We welcome applications from all time zones in the U.S. but we are obliged to give preference to the Eastern and Central time zones given that they overlap better with the time we offer programs in Tunis.
You can learn more about American Center events here: facebook.com/usembassytunis/events

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
Arabic	Elementary proficiency	Elementary proficiency	Nice to Have