



Internship 2019 Spring

Immigration Community Development Assistant

This internship offers hands-on experience in assisting the Executive Director and Senior Program Manager of the St. Louis Mosaic Project to implement a regional immigration attraction strategy for population growth and cultural/social inclusion in the region. Please note internships are unpaid.

GOALS: Intern will learn and contribute to key issues/communications about regional and national immigration policy, with the goals of attracting more foreign born to the St. Louis region.

POSITION DESCRIPTION: Key Projects

- ▶ **Manage and Develop Immigrant Experience Archive:** conduct interviews of immigrants in the St. Louis region and generate stories that chronicle the lives and contributions of immigrants in our St. Louis Region
- ▶ **Conduct Interviews** with foreign born members of the St. Louis Community Skills: Verbal and written communication, creativity, narrative development
- ▶ **Outreach** into various ethnic communities as well as partner organizations to identify prospects for archive inclusion
- ▶ **Publish Stories to Website and Coordinate Social Media** release of Mosaic Immigrant Experience Archive Project Skills: HTML experience and Adobe Photoshop Experience.
- ▶ **Attend** various business meetings, cultural events, regional seminars, etc. and manage materials and represent the Mosaic Project
- ▶ **Program Development:** work with Senior Program Manager on Immigrant Entrepreneurship Program for community engagement and outreach for helping foster immigrant entrepreneurship.

EXPECTATIONS/Responsibilities

- ▶ **Commitment** – Make a commitment of working 15 - 20 hours per week. Work ethic in a professional business-attire Clayton office within the World Trade Center-St Louis; Needs excellent communication skills and competence in social/digital usage
- ▶ **International** experience is preferred.
- ▶ **Confidentiality** - Maintain confidentiality on all projects worked.
- ▶ **Present** findings and recommendations to Executive Director at the conclusion of the internship.

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