



ST. LOUIS MOSAIC PROJECT

## Virtual Internship 2020/2021 Fall/Spring

### Mosaic Project — Immigration Communication and Outreach Assistant

**NOTE: This is an Unpaid internship.**

This internship offers hands-on experience in assisting the 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 programs and communications about regional and national immigration policy, with the goals of attracting more foreign born to the St. Louis region.

**Skills Desired:** Public relations, media outreach, strong writing, digital/social media marketing.

#### **POSITION DESCRIPTION: Key Projects**

- ▶ **Update and Manage Social/Digital Media:** update immigration marketing materials including brochures, website, and social media content about Mosaic's programs and initiatives. 3-5 hours/week will be dedicated to social media for International Mentoring Program.
- ▶ **Attend** various business meetings, cultural events, webinars, etc. and manage materials and represent the Mosaic Project (all events are virtual until further notice).
- ▶ **Curate** a local and national media list of reporters who cover issues relevant to Mosaic, including but not limited to immigration, welcoming policies/initiatives, diversity and inclusion, economic development.
- ▶ **Program Development:** work with Senior Program Manager on Ambassador Program for community engagement and outreach for welcoming of foreign born in the region

#### **EXPECTATIONS/Responsibilities**

- ▶ **Commitment** –15 - 20 hours per week during normal business hours, virtually, until further notice. Excellent communication skills and competence in social/digital media and Google Suite, Microsoft Office Suite required.
- ▶ **Present** findings and recommendations to Executive Director at the conclusion of the internship
- ▶ **International** experience is preferred.
- ▶ **Good Attendance** - Adhere to mutually agreed upon schedule.
- ▶ **Confidentiality** - Maintain confidentiality on all projects worked.
- ▶ **A writing test and/or social media content examples will be requested as part of the application process.**

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