



Virtual Internship Fall 2021

St. Louis Mosaic Project — Immigration Communication and Website Management 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: Website management, strong writing, digital/social media marketing, public relations and media outreach

POSITION DESCRIPTION: Key Projects

- ▶ **Website Management:** assist staff in managing website organization on Wix or Square Space.
- ▶ **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 website management platform such as Wix or Square Space, as well as 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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