



## Internship

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 St. Louis Mosaic Project team 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**

#### Key Responsibilities

As a Mosaic intern, your role will directly contribute to our mission of maintaining St. Louis as the fastest-growing metro area for immigrants. Your key responsibilities will include:

- Assisting with website content management and updates using Wix
- Creating and updating brochures, social media content, and other marketing materials for Mosaic programs and initiatives
- Attending and helping host business meetings, cultural events, and webinars on behalf of the Mosaic Project (virtually or in person)
- Supporting development of the Mosaic Programs for community engagement and welcoming foreign-born residents
- Revamp our ambassador program
- Research ways to engage international students in St. Louis
- Assisting with video production for the “Mosaic Stories” series, helping the Program Manager film and edit videos for use on our website and social media platforms

Contact: Annie J Mbale  
[ambale@worldtradecenter-stl.com](mailto:ambale@worldtradecenter-stl.com)

St. Louis Mosaic Project  
120 S. Central Ave Suite 200  
314-749-6004 St. Louis, MO 63105



## EXPECTATIONS

- Commitment –15 - 20 hours per week during normal business hours, in a combination hybrid/in-person arrangement. Excellent communication skills and competence in website management platforms such as Wix or Square Space, as well as social/digital media and Google Suite, Microsoft Office Suite required.
- Present findings and recommendations to Program Manager and the Executive Director at the conclusion of the internship
- Maintain a consistent schedule and excellent attendance
- Demonstrate strong communication skills and digital competency in platforms like Wix, Canva, and Google Suite
- Maintain confidentiality on all projects
- Present final recommendations and insights to the Executive Director at the end of the internship
- International or multicultural experience is preferred