



CITY OF ATLANTA
MAYOR'S OFFICE OF INTERNATIONAL & IMMIGRANT AFFAIRS
2024-2025 ACADEMIC YEAR PUBLIC SERVICE INTERNSHIP
IMMIGRATION POLICY INTERN

Overview

The City of Atlanta Mayor's Office of International and Immigrant Affairs was established to position Atlanta as a welcoming City—a connected, inclusive community that uplifts our foreign-born population and provides an opportunity for all—and a global hub for diplomacy, business, innovation, education, culture, and sports. Our mission is to develop and foster relationships between Atlanta's international communities, City departments, and external partners to empower our foreign-born population through access to information, to identify economic opportunities, and to address local and global challenges.

The Mayor's Office of International and Immigrant Affairs is currently operating on a hybrid (virtual/in-person) model to conduct day-to-day office activities but may transition to a fully in-person basis. **In-person attendance to staff meetings on Mondays from 11am-1pm and community events on Wednesdays from 1pm-6pm are required.** Additional in-person attendance may be required on an as-needed basis.

Position Summary

This internship will provide opportunities to work with the Office of International and Immigrant Affairs team on Policy and Legislation initiatives. The candidate will have the opportunity to learn and grow, working across the team to support its full range of efforts, with a particular focus on research, memo-writing, events, and partner engagement.

The internship is paid at \$19.50/hour and will consist of a maximum of 30 hours per week. Employment period is from August 15, 2024, to May 21, 2025. There will be a required in-person orientation on August 15 and continued virtual orientation on August 16. Please contact welcomingatlanta@gmail.com with further inquiries.

Responsibilities

The internship participants should expect to engage in the following tasks:

- Research and write policy analyses—including reports, issue briefs, articles, and memoranda— as assigned
- Attending, via webinar or telephone, local and state government hearings, meetings, and training sessions and/or briefings in order to learn about public policy, regulatory actions, laws, legislative acts, and judicial decisions;
- Work closely with our Office of Intergovernmental Affairs team to identify opportunities to support pro-immigrant policy in the executive and legislative settings
- Assist with implementation of MOIIA policy initiatives or programs
- Provide logistical support in planning and execution of on-site and virtual events - including but not limited to, developing and preparing presentations, securing panelists, and promoting events virtually and in communities.
- Respond to inquiries from external stakeholders
- Tracking news reports and relevant updates that pertain to the department
- Work with relevant city agencies and partners to ensure that immigrants and refugees understand and receive equal access to City services and participate in City programs



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- Take notes at meetings and circulate to attendees
- Exercise good judgment and focus on detail as required by the job.
- Performs work and special projects as required.

Candidate Qualifications

- Excellent verbal and written communication skills;
- Excellent interpersonal skills;
- Strong attention to detail;
- Interest in policy work preferred;
- Ability to juggle multiple priorities;
- Ability to take initiative and work independently and as part of a team;
- Being bilingual is a plus;
- Sensitivity to diverse population's cultural and socioeconomic characteristics;
- Ability to work in a fast-paced, collaborative, and impact driven environment; and
- A demonstrated passion for equity and immigrant justice.

How to Apply

Complete the online application found at this [link](#).