



CITY OF ATLANTA

MAYOR'S OFFICE OF INTERNATIONAL & IMMIGRANT AFFAIRS 2024-2025 ACADEMIC YEAR PUBLIC SERVICE INTERNSHIP INTERNATIONAL AFFAIRS & YOUTH ENGAGEMENT 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 Diplomacy and Youth Engagement activities. 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 diplomatic and youth engagement, research, programming, and other administrative duties.

The internship is paid at \$19.50/hr 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:

DIPLOMACY

- With the support and guidance of the supervisor, help develop diplomatic, protocol, and/or education related materials and programs.
- Assist with writing and editing content, including research memos and briefs, remarks, reports, and other collateral, as needed.
- Conduct research as requested by team member on a variety of topics including, country profiles, sports diplomacy activities, education, industry profiles, local/regional reports, etc.
- Support staff in coordinating with Atlanta's Consular Corps for joint initiatives such as, community outreach, constituent requests/advocacy, and special events.
- Assist in logistical support for meetings and events, including but not limited to preparing distribution materials and helping with registration, supporting staff with welcoming diplomatic delegations, and advertising, under direct supervision.

YOUTH ENGAGEMENT



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- Support research and analysis on youth empowerment and development challenges and opportunities
- Contribute to the drafting of concept notes, background notes and analytical pieces as needed to inform the development of new programmatic initiatives aimed at youth empowerment
- Contribute to the design and implementation of ongoing projects and policy that affect immigrant communities in Atlanta.
- Support day-to-day activities related to MOIIA's youth initiatives

ADMIN

- Prepare communication pieces (incl. articles, blog posts, etc.) to convey research and analytical results of MOIIA's work on diplomatic and youth engagement
- Track daily news reports and headlines that are relevant for the department.
- Attend relevant meetings and take notes to be shared with the team.

Candidate Qualifications

- Excellent verbal and written communication skills;
- A strong attention to detail;
- Ability to take initiative and work effectively in a fast-paced environment with minimal guidance;
- Sensitivity to diverse population's cultural and socioeconomic characteristics;
- Experience working with diverse individuals and communities;
- Strong knowledge or extensive training in community organizing practices;
- Excellent organizational and analytical skills and comfort with data-driven analysis and strategic planning;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and strong research ability;
- Preference for students who demonstrate fluency in a second language; and
- Preference for students with a Bachelor's degree in Political Science, Urban Studies, or International Affairs.

How to Apply

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