



**CITY OF ATLANTA**  
**MAYOR'S OFFICE OF INTERNATIONAL & IMMIGRANT AFFAIRS**  
**2024-2025 ACADEMIC YEAR PUBLIC SERVICE INTERNSHIP**  
**INTERNATIONAL AFFAIRS & MARKETING 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 & Protocol and Marketing & Communications. 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 social media marketing, research, diplomatic engagement, programming, and other administrative duties.

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](mailto:welcomingatlanta@gmail.com) with further inquiries.

### **Responsibilities**

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

- 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, newsletters, website, 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.
- Assist in the creation and editing of written, video, and image content for social media and marketing collateral.
- Work collaboratively in internal task forces to contribute to the design and implementation of ongoing projects in the field of immigration, diplomacy, international business, and marketing.
- Collaborate with team to provide input on creative marketing strategies, social media campaigns, and tools for our marketing and communications.
- Monitor social media platforms for trending news, ideas, and feedback.



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- Assist in logistical support for meetings and events, including but not limited to preparing distribution materials and helping with registration, note taking, and advertising, under the supervisor's direct supervision.
- Track weekly news reports, headlines, and policy updates 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;
- Firm grasp of social media platforms, including X, LinkedIn, and Instagram, and scheduling tools (I.e. Hootsuite);
- Experience with graphic design, website management, and email marketing software (i.e. Canva, Wix, Adobe InDesign and Photoshop highly desired);
- A high attention to detail;
- The ability to work effectively in a fast-paced environment with minimal guidance;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and strong research ability; and
- Preference for students who demonstrate fluency in a second language.

### **How to Apply**

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