



**CITY OF ATLANTA**  
**MAYOR'S OFFICE OF INTERNATIONAL & IMMIGRANT AFFAIRS**  
**2024-2025 ACADEMIC YEAR PUBLIC SERVICE INTERNSHIP**  
**INTERNATIONAL BUSINESS 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 our International Business efforts. 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 growing the office's economic diplomacy, research, business 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:

- 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.
- Assist with writing and editing content, including research memos and briefs, remarks, talking points, and other collateral, as needed.
- Assist and conduct research for programs, events and initiatives that seek to increase international trade conducted by Atlanta businesses.
- Assist with the promotion and marketing efforts of resources for Atlanta businesses that include but are not limited to trade, financial and knowledge resources
- In coordination with the office's marketing coordinator, draft summaries/articles of business-related initiatives.
- Support with virtual programming/engagement to promote the City of Atlanta as an attractive location for FDI.
- Conduct research and analysis of targeted business sectors



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- Assist with reducing barriers for foreign born population to access business resources from the City of Atlanta

#### **Candidate Qualifications**

- Excellent verbal and written communication skills;
- Understanding and interest in international business, particularly international trade;
- Project management experience;
- Strong research skills;
- The ability to work effectively in a fast-paced environment with minimal guidance;
- Proficient in Microsoft Office (Word, Excel, PowerPoint);
- Preference for students who demonstrate fluency in a second language; and
- Preference for students with a Master's/ Bachelor's degree in International Business and Business Administration.

#### **How to Apply**

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