

WorldDenver Internships and Volunteer Positions

WorldDenver is a non-profit organization that links Denver to the world through citizen engagement, education and exchange. For more information, visit www.WorldDenver.org. The volunteer positions are described below. Any position can be structured to meet the requirements of an academic internship. Undergraduate and graduate students are encouraged to apply. In most cases, the minimum time commitment is 3 months with 15-20 hours/week required. WorldDenver welcomes volunteers of all ages, races, and ethnic backgrounds. For more information or to apply, please contact Pat@worlddenver.org.

Membership and Donor Relations Volunteer: The volunteer will gain experience in carrying out various forms of communication and marketing and assessing and producing membership data. The purpose of this position is for the volunteer to learn about membership administration, development, and relations, as well as for the volunteer to contribute to the growth and success of WorldDenver's membership program. Under the direction and supervision of WorldDenver staff, volunteers will learn what is involved in maintaining and updating records of 600+ members, through our membership database use and other programs.

Marketing Volunteer: This position focuses on promoting the events and activities of the Denver World Affairs Council and the Visitor and Exchange Programs. Under the direction and supervision of WorldDenver staff, volunteers will primarily focus on updating the WorldDenver website, managing the home screen's promotion block, organizing each week's blog schedule, and managing the social media outreach. Volunteers will also assist with publications and direct mail campaigns. Marketing background/education desired. Experience in graphic design, blogging and website updating is preferred.

Major Gifts Program Volunteer: This position focuses on the development and delivery of WorldDenver's Major Gifts Program. It involves analyzing past donor data, grant-writing, and updating the "moves management" process while assisting the Development Committee with fund-raising best practices. Additional responsibilities include preparing solicitation materials and appropriate follow-up activities. Background in basic fund-raising is desired.

Event Planning Volunteer: This position focuses on planning the events and activities of WorldDenver, mainly the Denver World Affairs Council. The purpose of this position is for the volunteer to learn about event planning for citizen diplomacy and education programs. Volunteers will have the opportunity to assist with the planning of events and activities under the Denver World Affairs Council, and other programs. This includes correspondence, logistics, and creating event advertisements.

Programming Volunteer, Visitor and Exchange Programs: The volunteer will obtain first-hand knowledge of U.S. Government public diplomacy initiatives and objectives, as well as government sponsored educational, cultural and leadership development programs. Under the direction and supervision of WorldDenver staff, the volunteer will learn the details of what is involved in arranging an international visitor program, such as research, planning logistics, creating program itineraries and documents, and engaging with the local community. Volunteers will have the opportunity to attend appointments with international professionals and assist with correspondence and maintenance of program webpages. Strong writing skills, attention to detail and cultural sensitivity are required.

Communications Volunteer, Visitor and Exchange Programs: The volunteer will obtain first-hand knowledge of U.S. Government public diplomacy initiatives and objectives, as well as government sponsored educational, cultural and leadership development programs. Under the direction and supervision of WorldDenver staff, volunteers will learn the details of communications for an international visitor program, such as writing blogs, taking photos and updating website pages, engaging with the local community, writing press releases, and otherwise advertising the program to the Denver community through a variety of communications. Volunteers will be provided with the opportunity to develop and expand communication skills, including professional correspondence, intercultural communications, and advertising. Strong writing skills and cultural sensitivity are required.

Program Assistant Volunteer: This position provides administrative support to the Membership Program by assisting in membership outreach and new membership initiatives. The volunteer will also provide administrative support for the Visitor and Exchange Programs at WorldDenver. The volunteer will have the opportunity to learn about the visitor program with particular emphasis on the detailed behind the scenes activities critical to successful program delivery. Good writing skills and attention to detail are required.

Home Hosting Volunteer: This position focuses on program coordination for the Visitor and Exchange Programs at WorldDenver with an emphasis on the home hosting and cultural events portion of the visitors' experience. The position provides volunteers with a valuable opportunity to learn about the planning of a visitor program from beginning to end. The

volunteer will “mine” our membership database for the purpose of finding the appropriate hosts for each delegation requiring a home hosted experience. Attention to detail and timely follow-up are important.