Internship 2019 Spring

Immigration Community Development Assistant

This internship offers hands-on experience in assisting the Executive Director and Senior Program Manager of the St. Louis Mosaic Project to implement a regional immigration attraction strategy for population growth and cultural/social inclusion in the region. Please note internships are unpaid.

GOALS: Intern will learn and contribute to key issues/communications about regional and national immigration policy, with the goals of attracting more foreign born to the St. Louis region.

POSITION DESCRIPTION: Key Projects

► Manage and Develop Immigrant Experience Archive: conduct interviews of immigrants in the St. Louis region and generate stories that chronicle the lives and contributions of immigrants in our St. Louis Region

► Conduct Interviews with foreign born members of the St. Louis Community Skills: Verbal and written communication, creativity, narrative development

► Outreach into various ethnic communities as well as partner organizations to identify prospects for archive inclusion

► Publish Stories to Website and Coordinate Social Media release of Mosaic Immigrant Experience Archive Project Skills: HTML experience and Adobe Photoshop Experience.

► Attend various business meetings, cultural events, regional seminars, etc. and manage materials and represent the Mosaic Project

► Program Development: work with Senior Program Manager on Immigrant Entrepreneurship Program for community engagement and outreach for helping foster immigrant entrepreneurship.

EXPECTATIONS/Responsibilities

► Commitment – Make a commitment of working 15 - 20 hours per week. Work ethic in a professional business-attire Clayton office within the World Trade Center-St Louis; Needs excellent communication skills and competence in social/digital usage

► International experience is preferred.

► Confidentiality - Maintain confidentiality on all projects worked.

► Present findings and recommendations to Executive Director at the conclusion of the internship.