



ST. LOUIS MOSAIC PROJECT

## Internship 2020 Spring

### Mosaic Project — Immigration Communication and Outreach Assistant

**NOTE: This is an Unpaid internship.**

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.

**Skills Desired:** Demonstrated writing, digital marketing and communications examples

#### **POSITION DESCRIPTION: Key Projects**

- ▶ **Update and Manage Social/Digital Media:** update immigration marketing materials including brochures, presentations, newsletters, social media content and management to promote the St. Louis Mosaic Project. Skills: Marketing, communication, webpage management, creativity
- ▶ **Attend** various business meetings, cultural events, regional seminars, etc. and manage materials and represent the Mosaic Project
- ▶ **Create** a content calendar that highlights specific topics such as international students, immigrant entrepreneurs and the St. Louis region.
- ▶ **Program Development:** work with Senior Program Manager on Ambassador Program for community engagement and outreach for welcoming of foreign born in the region
- ▶ **Manage and Develop Communication Strategy:** curate a comprehensive media strategy to highlight partner organizations, joint days of action, and various content surrounding topics of entrepreneurship, jobs, and quality of life in St. Louis

#### **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
- ▶ **Present** findings and recommendations to Executive Director at the conclusion of the internship
- ▶ **International** experience is preferred.
- ▶ **Confidentiality** - Maintain confidentiality on all projects worked. ▶ **Good Attendance** - Adhere to mutually agreed upon schedule.

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