International Center of Worcester (ICW)
(An Affiliate of Seven Hills Foundation)

Title of Project: Welcoming the World to Worcester – Programming Professional Development for Visiting Leaders

Main Contact: (see Clark Recruiter)

Duration: Minimum of 180 hours.

Deadline: March 24, 2017

Location: Based out of the Seven Hills Global Outreach office – 81 Hope Avenue, Worcester, MA 01603.

Position Description:
The International Center of Worcester (ICW) is a nonprofit nonpartisan organization promoting Citizen Diplomacy in Central Massachusetts. We design professional and cultural programs for international visitors sponsored by local and foreign governmental and non-governmental agencies, private companies, universities and individuals. The ICW is looking for students with an interest in international diplomatic relations to assist in the development and implementation of professional development programs for visiting international delegations. You will be asked to research and liaise with local resources for inclusion in proposal and grant applications. As we welcome delegations to Worcester, you will have the opportunity to attend meetings with area leaders and organizations and learn a variety of professional topics from a local and global perspective. A strong desire to learn about the social and professional Worcester community is preferred. This position provides students an opportunity to network and gain access to national and international leaders in a variety of fields.

Qualifications:

- Interest and/or knowledge of international affairs and issues.
- Ability to take initiative, multi-task, work independently and work with a team, and meet multiple deadlines.
- Strong verbal and written communication skills.
- Meticulous attention to detail and grammar within professional and internal communication (email/documents/grants)
- Strong computer competency, research skills, and advanced proficiency with Microsoft office (Word, Excel, PowerPoint, Outlook)

Housing: Housing will not be provided. Students are responsible for finding their own housing.

For more info: https://www.facebook.com/Internationalcenterofworcester/

Funding: $2500 Available through the LEEP Fellows Program.

How to Apply: (See Clark Recruiter)

To apply for LEEP Funding and to be considered as a LEEP fellow, students must secure the position and complete the LEEP Fellows Application Process by April 14th. Students will be required to submit a resume, cover letter, and a proposal outlining how they will complete their project.
About the Company:
ICW promotes Citizen Diplomacy "one handshake at a time" by offering opportunities to meet face-to-face with international leaders. We design exchange programs for current and emerging foreign leaders which respond to their professional interests.
Since 1963 ICW has been welcoming international visitors to Central Massachusetts under the governmental and non-governmental professional exchange programs. It is part of a nationwide network of organizations that are members of the National Council for International Visitors (NCIV) in Washington, D.C.