



## Kennedy-Lugar Youth Exchange and Study (YES) Program Intern

iEARN-USA is seeking a paid part-time, New York City-based **YES Program Intern** who wants to be part of a team working to empower youth worldwide to connect and collaborate together for social change.

The **YES Program Intern** will support the implementation of the [Kennedy-Lugar Youth Exchange and Study \(YES\) program](#), funded by the U.S. Department of State, which provides scholarships for secondary school students (age 15-17) from countries with significant Muslim populations to spend one academic year in the United States. Program implementation includes the recruitment process, on program support, and alumni development. This position also provides support to iEARN-USA staff as needed. We are looking for someone who is interested in working in a small and agile work environment with a global reach, and who wants an opportunity to develop their experience in youth development and global education.

iEARN is a global nonprofit (active in over 140 countries) that enables young people worldwide, working in collaboration and dialogue, to make a meaningful contribution to the health and welfare of the planet and its people. Since 1988, iEARN-USA has pioneered the use of interactive technologies to connect educators and youth worldwide in collaborative project-based learning. iEARN-USA was a 2004 Tech Museum Laureate for “technology benefiting humanity,” and recently received a 2013 Top-Rated Award from GreatNonprofits.

This **paid** internship will be 10-20 hours per week (based on your availability) starting from September 2019 – December 2019 (dates are flexible) with an opportunity for a contract extension.

**Application deadline:** September 8, 2019

Please submit a cover letter and resume to Gloria Kang at [gloria@us.iearn.org](mailto:gloria@us.iearn.org) with subject line “YES Program Intern”. Include anticipated start and end dates in the body of the email.

### Responsibilities

- Contribute to the development of virtual programming initiatives such as webinars for YES alumni worldwide including logistics and follow up for each virtual event, identifying topic experts, social media promotions, managing registration, posting resources to website.
- Write and edit program success stories on websites.
- Maintain social media platforms and assist with the creation of social media campaigns.
- Create graphics and images for program materials and online content.
- Assist with operational and administrative tasks for general program management.
- Support the development and planning of alumni programming initiatives for youth worldwide.
- Assume general staff responsibilities as needed.

### Skills and Qualities

- Current Junior or Senior undergraduate student, enrolled graduate students, or recent graduate
- Passion for intercultural learning and youth development
- Strong writing skills
- Proficient with social media platforms and tools (eg. Instagram, Twitter, Facebook)
- Ability to effectively manage and prioritize multiple projects simultaneously, pay attention to detail, and work well under strict deadlines
- Ability to communicate clearly and troubleshoot effectively, both online and by phone
- Creative team player with a strong sense of initiative
- Knowledge of Adobe Photoshop, Canva or similar image manipulation software preferred
- Experience with curriculum building or youth programming for youth aged 17-25 preferred