



CITY OF ATLANTA
MAYOR'S OFFICE OF INTERNATIONAL AFFAIRS (MOIA)

RESEARCH AND MARKETING INTERN

Overview

The City of Atlanta Mayor's Office of International Affairs (MOIA) was established to create and maintain working relationships with the consular and diplomatic corps, bi-national chambers of commerce, international trade offices, organizations, and businesses. Our mission is to develop and foster relationships with Atlanta's international community and foreign partners to position Atlanta as a global hub for commerce, innovation, education, culture and diplomacy.

Responsibilities

As part of this internship opportunity, the MOIA intern will mainly focus on conducting research and support MOIA's marketing strategy, including MOIA's newsletter and social media. In addition, the intern will assist with arranging and hosting international delegations; draft briefing papers, presentations, and talking points; assist with the execution of projects and large-scale events; and provide administrative support as needed.

MOIA interns will be exposed to the following tracks:

- Diplomacy and Protocol
- International Trade and Economic Development
- Education and Community Development

Candidate Qualifications

- Excellent verbal and written communication skills.
- Strong research skills.
- Understanding of social media strategies and use of social media platforms.
- A high attention to detail.
- Preference for students who demonstrate fluency in a second language.
- Some experience with graphic design, and email marketing software (i.e. Canva, Adobe Photoshop, MailChimp, Constant Contact, etc.).
- The ability to work effectively in a fast-paced environment with minimal guidance.

Expectations include a commitment of 12-15 hours per week. The internship is unpaid; however, academic credit can be granted. Our Office encourages students to seek other financial opportunities or to consult with university officials for financial assistance.

How to Apply

1. Complete the online application found at this link: ([HERE](#))
2. Submit a resume and a one-page cover letter to atglobalbiz@gmail.com. Please write "Research and Marketing Internship Position – [Your Name]" in the subject line.

*All information must be submitted online. The resume and cover letter are the only documents that should be submitted via email or through Google Form. Interviews will proceed after application deadlines. Internship offers are subject to the completion of all requirements.