



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

SPRING 2022
INTERNATIONAL AFFAIRS & 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. Learn more about the Mayor's Office of International Affairs at this link: <https://www.atlinternationalaffairs.com/>

This internship will provide opportunities to work with the MOIA team on a variety of tracks including, Diplomacy & Protocol, International Trade and Economic Development, Education and Community Development, and Sports Diplomacy. The candidate will have the opportunity to learn and grow, working across the MOIA team to support its full range of efforts, with a particular focus on social media marketing, research, diplomatic engagement, programming, and other administrative duties.

The Mayor's Office of International Affairs is currently operating on a fully remote/virtual basis to conduct daily office activities but may transition to a hybrid model depending on COVID-19 public health recommendations. The Spring 2022 Internship will be conducted on a fully remote/virtual basis unless otherwise notified. In-person attendance to community events and meetings may be required.

Responsibilities

The internship participants should expect to engage in the following tasks:

- With the support and guidance of the supervisor, help develop diplomatic, protocol, and/or education related materials and programs.
- Assist with writing and editing content, including research memos and briefs, remarks, newsletters, website, reports, and other collateral, as needed.
- Conduct research as requested by team member on a variety of topics including, country profiles, sports diplomacy activities, education, industry profiles, local/regional reports, etc.
- Assist in the creation and editing of written, video, and image content for social media and marketing collateral.
- Collaborate with team to provide input on creative marketing strategies, social media campaigns, and tools for our marketing and communications.
- Monitor social media platforms for trending news, ideas, and feedback.
- Assist in logistical support for meetings, including but not limited to preparing distribution materials and helping with registration, note taking, and advertising, under the supervisor's direct supervision.
- Track daily news reports and headlines that are relevant for the department.
- Attend relevant meetings and take notes to be shared with the team.

Candidate Qualifications

- Excellent verbal and written communication skills.



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- Firm grasp of social media platforms, including Twitter, LinkedIn, and Instagram, and scheduling tools (I.e. Hootsuite)
- Experience with graphic design, website management, and email marketing software (i.e. Canva, Wix, Adobe InDesign and Photoshop highly desired)
- A high attention to detail.
- The ability to work effectively in a fast-paced environment with minimal guidance.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and strong research ability.
- Preference for students who demonstrate fluency in a second language.

The internship will consist of 15-20 hours per week. Internship is unpaid, but students may be eligible for course credit as determined by their academic department. Work location will be virtual until further notice but may require in-person attendance to community events and meetings. Please contact Paulina Guzman at paguzman@atlantaga.gov for further inquiries.

How to Apply

Complete the online application found at this link: **(HERE)** <https://forms.gle/wfiDduvQMw8v1bxa8>