



IRAQI AND AMERICAN RECONCILIATION PROJECT (IARP) PROGRAMS INTERNSHIP 2018

The Programs Intern will assist with program and event management for IARP's Iraqi Art Project "Iraqi Voices" program and People to People programs. Iraqi Voices is an ongoing collaborative mentorship program that gives Iraqis in Minnesota support and training to produce high-quality art documentary films and theater. IARP's People to People programs facilitate cultural, language, personal, and professional exchanges between Iraqis and Minnesotans including women's friendship groups, Sister Cities exchanges, and community events.

Responsibilities may include:

- Assisting the Executive Director with day-to-day program management of the full range of IARP programs
- Attending local Iraqi Voices and People to People events to support registration and follow-up activities
- Preparing program materials (programs, invitations, signage, visual displays)
- Drafting relevant program correspondence and reports
- Promoting IARP programs and events at local forums
- Assisting the Director of Development and Communications with special projects as needed

Preferred Qualifications:

- Excellent analytical, writing, and communication skills
- Proficient in Microsoft Office applications and Internet research
- Must be organized and work effectively without close supervision
- Experience working with educational and/or arts programs
- Interest in peace-building, education, and/or international non-profit organizations

Internship Details:

- Approximately 8-15 hours per week (or as determined by selected applicant's schedule)
- Specific dates of internship are negotiable
- Compensation: this is an unpaid internship. Intern will gain significant experience with an international non-profit organization
- Intern will be asked to travel within the Twin Cities Metro on occasion

To apply for this internship, please download the Internship Application available on IARP's website and include a cover letter and resume.

Please email your application to Jessy@reconciliationproject.org or mail the application to: Jessica Belt, Iraqi and American Reconciliation Project, 2021 E. Hennepin Ave Suite 200, Minneapolis, MN 55413