



Visitor Exchange Program

1015 18th Street, NW, Suite 1000, Washington, DC 20036 USA
Tel 202 898-0950 | Fax 202 842-0885 | www.worldlearning.org

Internship Description

The World Learning Visitor Exchange Program (VEP--formerly known as Delphi International) has as its mission bridging cultures and promoting citizen diplomacy and understanding across nations through the design and delivery of customized adult and student exchanges and observational study tours. Interns work closely with VEP program teams on design, implementation, and monitoring of programs for participants from more than 140 countries visiting the U.S. under grants from the U.S. Department of State's International Visitor Leadership Program and Office of Citizen Exchanges.

Programming Internship Program

Individuals with a career interest in international affairs are recruited year-round for internship positions. The hourly stipend of \$7.55 is based upon a 32-40 hour workweek. Some interns receive academic credit for their internships. Interns are assigned on a rotational basis to programming teams to develop, implement, and monitor international exchange programs.

Intern candidates must have international travel/work experience. Proficiency with Outlook, and Microsoft Office is required. Foreign language skills is a plus. A completed undergraduate degree in an international field or substantial work toward the degree required.

Target start date:	Open
Compensation:	\$7.55/hour for 32-40 hours per week. Part time schedules or flexible volunteer hours may also be available.
Duration:	3-4 months with the possibility of an extension.

If interested, please send resume and cover letter indicating availability to:

World Learning Visitor Exchange Program
c/o Intern Coordinator
1015 Eighteenth Street, N.W.
Suite 1000
Washington, DC 20036

E-mail: nida.ahmad@worldlearning.org
Internship Hotline: 202-898-0950 x7112



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World Learning Visitor Exchange Programming Internship Job Description

An intern will assist with the administration, implementation, and/or monitoring of educational study and professional training programs for international trainees and participants. The internship may include the following responsibilities:

- conduct research to identify appropriate program components and assist in the preparation of programs;
- develop prospective program calendars and itineraries; arrange professional appointments; disseminate program information to professional contacts and sponsoring agency/client;
- arrange program logistics (air and ground travel/hotels/meeting space);
- assist in conducting project briefings with visitors and trainees on program arrangements and provide guidance on understanding cultural differences and expectations to be encountered; accompany visitors, as required, to appointments;
- coordinate with local sponsors to formulate and implement programs outside of Washington, D.C.;
- assist in English Language Officer and Interpreter briefing and debriefing sessions;
- assist in preparing briefing books and program materials for participants and entering and editing data for database;
- assist with front desk/receptionist duties (approximately ten hours per week); and
- handle other assigned tasks as needed and requested by team leaders or the intern coordinator .

Stipend: \$7.25/hour for 32-40 hours per week.
Part time schedules or flexible volunteer hours may also be available.

Duration: 3-4 months

Start Date: Open

If interested, please contact World Learning, c/o Internship Coordinator, at (202) 898-0950 x. 7112.