

PUBLIC AND INTERNATIONAL AFFAIRS // *New York City, New York*

Internship Opportunities // Winter 2020

The New York Office of Public and International Affairs for The Church of Jesus Christ of Latter-day Saints is seeking two interns/volunteers to work during the 2020 winter semester (Jan-April 2020). The internship/volunteer service will last approximately 3½ months (40 hours per week) and is *not paid*. Each intern/volunteer is responsible for housing costs and personal costs.

Preference will be given to students in international studies, political science, or public relations programs at an accredited university, although students in other programs are also encouraged to apply. The intern/volunteer must be a member of The Church of Jesus Christ of Latter-day Saints.

Applicants should e-mail cover letter and resume to the Office Director, Ryan Koch (see below).

Overview of the Office

The Public and International Affairs Office in New York City is a satellite office of the Public Affairs Department of The Church of Jesus Christ of Latter-day Saints. We focus on developing positive relationships with key individuals who are in a position to help or hinder the Church's mission. This frequently involves reaching out to the diplomatic corps; local, state and national leaders who live or work in the Greater New York area; and leaders of other faiths. In building relationships, we seek to establish a positive image for the Church, clarify misunderstandings, and build bridges of friendship and understanding.

The office also hosts regular events to strengthen relationships with Ambassadors to the United Nations, Consuls General, and other diplomats to increase awareness of the Church and its mission among the public and international community. Additionally, the office hosts events for the interfaith community and leaders of various faiths.

Intern Duties and Responsibilities

Depending on his/her skills and interests, an intern could expect to assist with planning, execution, and follow-up for the events listed above. He/she should demonstrate outstanding skills in writing, creativity, research, problem solving, interpersonal communication, and detailed event planning. He/she will also be expected to help with office tasks, running errands, writing letters, assisting with mass mailings, reception duties, etc.

Interns will be expected to act and dress professionally and to meet the internship credit criteria of their sponsoring university, if applicable.

Application Deadline // 5 Nov 2019, or until filled

Start Date // o/a 6 January 2020 (Start date is somewhat flexible)

Contact // Mr. Ryan Koch at ryan.koch@churchofjesuschrist.org or (212) 580-1919

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