



# WorldLink 2011 Fall Internship

*Connecting Youth to Global Affairs*

*The WorldLink Program at the Joan B. Kroc Institute for Peace and Justice is pleased to announce its 2011 Fall Internship.*

**WorldLink ~ Connecting Youth to Global Affairs** is a unique year-round program of the IPJ that provides opportunities for high school youth to meet world leaders and experts. Students learn about challenges facing us locally and internationally, and engage in thoughtful discussions about solutions in a forum where their voices are heard and valued.

Each fall semester, WorldLink offers two **unpaid** internship positions for high school students. Currently, WorldLink is seeking to fill the positions of **research intern** and **social media intern**, who both will play a crucial role in the planning and coordinating of the annual Youth Town Meeting (YTM) taking place this January.

## **15<sup>th</sup> Annual Youth Town Meeting, January 25<sup>th</sup> 2012**

### **“Human Rights”**

*Culture & Identity*

*Disabilities*

*Displacement*

*International Justice*

*Responsible Business*

### **Description of Fall Internships**

#### **I. *Research Internship Duties:***

Semester activities will be broken down into the following categories (the percentage denotes the amount of time the *research* intern will spend on each category)

- **Administrative Component: 20%**
  - **Research & Writing Component: 40%**
  - **Student Outreach: 15%**
  - **Student Development: 25%**
- **Administrative Duties** will include (but are not limited to) filing, copying, maintaining databases, preparing mailings, and organizing Youth Town Meeting conference materials.
  - **Research & Writing Component:** The student intern will be asked to explore WorldLink topics in a more in-depth manner than other student conference delegates. The intern will have the opportunity to take a regional or topical approach on pressing issues that will be further explored at the Youth Town Meeting, which is held annually in January at the University of San Diego. The student will be expected to research the respective topics, and create a binder with articles and brief article abstracts on the topics. Here students will learn how to summarize an article's main points.



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- **Student Outreach:** The student intern will have the opportunity to make classroom visits/presentations to prospective WorldLink delegates (during the Fall/Winter semester only). Most likely the student will visit a class either in their own school, or a neighboring school. It is the student's responsibility to get permission from his/her school to visit another school for a one-to-two hour duration. The student will be accompanied by Debbie Martínez, WorldLink Program Officer.
- **Student Development:** In addition to providing general administrative assistance to IPJ staff, the student intern will have the opportunity to attend IPJ events and meet with several of the IPJ's guest speakers, including the Women PeaceMakers. This component allows the student to further his/her knowledge in the field of human rights, conflict resolution, peace & justice, and non-governmental organizations. The student will have the opportunity to talk to IPJ personnel and utilize IPJ resources as a way to broaden his/her knowledge of the previous mentioned fields.

## II. ***Social Media Internship Duties:***

Semester activities will be broken down into the following categories (the percentage denotes the amount of time the *social media* intern will spend on each category)

- **Administrative Component: 10%**
  - **Video Production/Editing: 25%**
  - **Online Marketing: 40%**
  - **Student Development: 25%**
- **Administrative Duties** will include (but are not limited to) filing, copying, and other general office support in preparation for the Youth Town Meeting.
  - **Video Production/Editing:** The student intern will be asked to review hours of footage and select the best clips to produce short educational films.
  - **Online Marketing:** The student will be asked to explore the WorldLink theme in a creative manner, designing various marketing materials for WorldLink, including the cover for the Youth Town Meeting. The intern will create and/or maintain WorldLink accounts in various social media networking outlets, including Facebook, Twitter, LinkedIn, and YouTube. The student will also be expected to research and report emerging trends and applications in social media to WorldLink staff.
  - **Student Development:** This component allows the student to further his/her knowledge in the field of social media, networking and video production. The student will have the opportunity to talk to USD personnel and utilize IPJ resources as a way to broaden his/her knowledge of the previous mentioned fields. The student will also attend IPJ events and view educational videos in order to broaden his/her understanding of the underlying topics relating to the program's theme.



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### **III. Time Commitments:**

- The Fall internship begins the week of September 26, 2011 and will end on December 16, 2011. Interns will be expected to come in to the office twice a week to meet with the WorldLink Program Officer.
- The dates and times of the meetings will be scheduled the first week of the internship. Regular IPJ office hours are Monday-Friday from 9:00AM-6:00PM. Hours are flexible, but interns should plan on spending 5-8 hours per week in the IPJ office.

### **IV. Evaluation:**

- At the end of the semester, the student interns will be reviewed by Debbie Martínez and the students' internship coordinators from their respective high schools. Reviews will consist of an assessment of the work completed by the students in each of the above categories, their attendance (as agreed upon during the beginning of the semester), and their degree of professionalism, enthusiasm, punctuality and general ability to complete the tasks outlined above.

**For more information, please contact:**

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