



CITY OF ATLANTA
MAYOR'S OFFICE OF INTERNATIONAL & IMMIGRANT AFFAIRS
2024 SUMMER PUBLIC SERVICE INTERNSHIP
COMMUNITY ENGAGEMENT INTERN

Overview

The City of Atlanta Mayor's Office of International and Immigrant Affairs was established to position Atlanta as a welcoming City—a connected, inclusive community that uplifts our foreign-born population and provides an opportunity for all—and a global hub for diplomacy, business, innovation, education, culture, and sports. Our mission is to develop and foster relationships between Atlanta's international communities, City departments, and external partners to empower our foreign-born population through access to information, to identify economic opportunities, and to address local and global challenges.

The Mayor's Office of International and Immigrant Affairs is currently operating on a hybrid (virtual/in-person) model to conduct day-to-day office activities but may transition to a fully in-person basis. In-person attendance to community events and meetings may be required.

Position Summary

This internship will provide opportunities to work with the Office of International and Immigrant Affairs team on our Community Engagement initiatives, which work to build trust and connect communities with City services and non-profit partners. The candidate will have the opportunity to learn and grow, working across the team to support its full range of efforts, with a particular focus on program development and implementation, partner engagement, event planning, community organizing, and data collection.

The internship is paid at \$19.50/hour and will consist of a maximum of 30 hours per week. Employment period is from May 23, 2024, to August 14, 2024. Please contact welcomingatlanta@gmail.com with further inquiries.

Responsibilities

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

- Support in the coordination of Community Resource Events within City of Atlanta
- Assist with outreach and management of volunteers at Community Resource Events
- Assist with data collection to report on community engagement impact
- Expand upon and implement Welcoming Atlanta outreach strategy and plan
- Build strong relationship with key community stakeholders and leaders in targeted communities
- Encourage civic participation and government engagement within the Atlanta immigrant community
- Activate broad public interest in City programs and service
- Directly engage with and collect data from Atlanta residents on relevant issues and make policy recommendations based on data
- Work with relevant city agencies and partners to ensure that immigrants and refugees understand and receive equal access to City services and participate in City programs
- Support community-based organizing by disseminating education and outreach materials



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- Work with diverse stakeholders to develop strategic policy recommendations
- Build trust between local government and Atlanta's foreign-born community
- Collaborate and coordinate with community-based organizations, religious institutions, and key stakeholders to ensure community awareness and understanding of the benefits of City programs
- Expand the effectiveness and reach of the citywide executive action response program
- Conduct ongoing identification of community partners and development of those relationships
- Respond to inquiries from external stakeholders
- Other duties as assigned

Candidate Qualifications

- This position **requires fluency in written and spoken Spanish;**
- Preferred experience in community organizing, equity/diversity/inclusion, immigrant/community affairs, and labor, employment or human rights;
- Strong knowledge or extensive training in community organizing practices;
- Excellent organizational and analytical skills and comfort with data-driven analysis and strategic planning;
- Ability to communicate in a clear and concise manner, both verbally and in writing;
- Highly professional demeanor;
- Ability to demonstrate fundamentals of effective strategies to establish realistic objectives, maintain momentum, and evaluate progress;
- Ability to juggle multiple priorities;
- Excellent interpersonal skills;
- Ability to engage, motivate, and inspire others;
- Ability and experience working with diverse individuals and communities;
- Preferred experience working with Excel and Canva;
- Willingness to work evenings and weekends occasionally;
- High level of confidentiality and professionalism;
- Sensitivity to diverse population's cultural and socioeconomic characteristics;
- Ability to work in a fast-paced, collaborative, and impact driven environment; and
- A demonstrated passion for equity and immigrant justice.

How to Apply

Complete the online application found at [this link](#).