



Semester/Year: Fall 2010

Number of Open Positions: 1

Volunteer Job Description – Intern

Job Title: Cultural Directory Internship

Objective: To revise St. Louis's premier cultural directory

Department: Administration

Location: Work to be done from home

Time commitment: 10 hours per week

Responsibilities: To research cultural organizations in St. Louis; update the International Institute's cultural directory of the St. Louis region called Culture Links; call ethnic organizations to update their contact information; reach out to new organizations to be included in directory

Qualifications: Must have good organizations skills; professional demeanor; comfortable conversing with non-native English speakers; able to complete deadlines with minimal supervision; must be willing to complete some tasks on weekends

Training Requirements: Meetings with supervisor; volunteer orientation

Benefits to Volunteer: Experience in working with St. Louis's largest resettlement agency; intercultural experience

Volunteer Signature: _____
Date: _____

Supervisor Signature: _____
Date: _____