



**ALA Summer Internships in the U.S.
Internship Profiles
2021**

American Latvian Association (ALA)

Central & East European Coalition (CEEC)

Embassy of the Republic of Latvia to the United States of America

Investment and Development Agency of Latvia (LIAA)

Joint Baltic American National Committee (JBANC)

Latvian American Chamber of Commerce (LACC)

Latvian Center Gārzēzers

Latvian Scouts and Girl Guides

Permanent Mission of the Republic of Latvia to the United Nations

XV Latvian Song and Dance Festival



Organization: American Latvian Association (ALA)

Website: www.alausa.org

Field(s)/Department(s): Data Analysis; Research; Development.

Description of duties: Intern will analyze ALA's membership and donor data, determine what additional data is collectible, and conduct research on the organization's target population. Based on this analysis, the intern will develop potential tactics for increasing the membership base and improving the targeting of programs. The intern may also assist with developing future fundraising and development initiatives and with increasing ALA's online fundraising presence using social media and crowdfunding tools. Depending on field of study, ALA will help the intern to develop a larger project to make a significant impact on ALA's membership/donor structure or its internal systems. In order to better understand the organization, the intern will also be expected to attend some meetings and events relevant to ALA activities.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*):
June 7 – August 31

Location: Partly in-person at the ALA office in Rockville, MD; virtual on days when supervisor is not on-site.

In Latvian or English: Some Latvian would be helpful, but this internship can be offered entirely in English.

COVID vaccination requirements: Recommended, not required.

Any special requirements: Non-disclosure agreement for working with personally identifiable information (PII) data in ALA databases.

Mentor/supervisor: Marisa Gudrais (Executive Director)



Organization: American Latvian Association (ALA)

Website: www.alausa.org

Field(s)/Department(s): Program and Event Coordination; Marketing; Publications.

Description of duties: Dependent on intern's field of study and interests, the intern will assist with expanding and improving ALA educational trip programs, internship programs, the *Call to Action* advocacy program, and/or potential upcoming events. The intern will help with updating ALA's program policies to reflect new standards. The intern will actively participate in content creation for ALA's informational outlets – social media, the website, and print publications. In order to better understand the organization, the intern will also be expected to attend some meetings and events relevant to ALA activities.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*):
June 7 - August 31

Location: Partly in-person at the ALA office in Rockville, MD; virtual on days when supervisor is not on-site.

In Latvian or English: Intern should have adequate Latvian reading/writing/speaking skills. Intern should be comfortable drafting materials in Latvian and translating between Latvian and English.

COVID vaccination requirements: Recommended, not required.

Any special requirements: (none)

Mentor/supervisor: Marisa Gudrais (Executive Director)



Organization: Central & East European Coalition (CEEC)

Website: <http://ceecadvocacy.org>

Field(s)/Department(s): Political analysis; Event planning; Communications; Web development.

Description of duties: The intern will participate in weekly calls with CEEC member organizations. During these meetings, CEEC members analyze political developments, organize events, and compose statements, letters, and policy positions. The intern will gain valuable insights into how ethnic organizations work together to advance their interests on Capitol Hill, the White House, and executive agencies. Additionally, the intern will develop skills useful for other organizations such as persuasive writing, coalition building, and basic web development.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*):
June 7 – August 31 (Flexible based on intern's availability)

Location: Virtual

In Latvian or English: English

COVID vaccination requirements: Not required.

Any special requirements: Access to the internet and Zoom.

Mentor/supervisor: Michael Sawkiw and Vytas Aukstuolis



Organization: Embassy of the Republic of Latvia to the United States of America

Website: <https://www.mfa.gov.lv/usa>

Field(s)/Department(s): Public diplomacy; Communication; Information and policy analysis.

Description of duties: The intern will follow and be asked to provide summaries of relevant think-tank discussions on a range of political and economic topics. The intern will assist the Embassy's public diplomacy initiatives, and will be involved in developing social media campaigns, communication strategies, as well as planning/organizing cultural events. The intern will be asked to contribute ideas and support preparations for the 100 year anniversary of diplomatic relations between Latvia and the USA (2022). The intern may also be tasked with analyzing and following news reports that concern or are of interest to Latvia, and support the Embassy in communicating with local journalists. Additionally, the intern may be asked to support diplomats in day-to-day work on various political and economic issues.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*):
June 7 – October 31 (*depending on intern's availability and security clearance*)

Location: Virtual, with the potential to be in-person at the Embassy of Latvia, Washington DC if the security situation and guidelines from local and Latvian authorities permit.

In Latvian or English: Latvian would be helpful, but this internship can be offered also partially in English.

COVID vaccination requirements: Recommended, not required.

Any special requirements: Latvian citizenship; Security Clearance from Latvian authorities (this process can take up to 3 months, the Embassy will assist selected applicants).

Mentor/supervisor: Sarma Gintere (Third Secretary, Communications & Public Diplomacy)

Organization: Investment and Development Agency of Latvia (San Francisco office)

Website: www.investinlatvia.org / www.liaa.gov.lv/en

Field(s)/Department(s): Online Marketing; Content Creation for Social Media, and other.

Description of duties: This is a great opportunity to learn more about Latvian and American cooperation in business. The intern will work with social media marketing, creating content and working on the marketing strategy. The ideal candidate will be someone who enjoys writing and is tech-savvy, and has interest in transatlantic business. Skills in design and video editing is an advantage.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*):
June 1 – July 30

Location: Office in San Francisco, CA; in-person.

In Latvian or English: English – native; Latvian knowledge is a plus.

COVID vaccination requirements: Recommended, not required.

Any special requirements: (none)

Mentor/supervisor: Toms Zvidrins (Head of the Representative Office in the USA)



Organization: Joint Baltic American National Committee, Inc. (JBANC)

Website: <https://jbanc.org>

Field(s)/Department(s): Grassroots Outreach; Engagement with Congress, think tanks and policy makers; Social media; Data analysis and reporting.

Description of duties: The intern will assist with maintaining and developing new contacts with grassroots activists, congressional offices, and other key persons and institutions. This includes database management. A daily responsibility is analysis of news, events, congressional actions, and other relevant issues. There will be much focus on social media and public relations platforms, involving composing daily online posts, and writing short reports and summaries of issues that we follow. Writing and publishing skills are also important for editing monthly newsletters and in researching for larger projects.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*):
June 1 – August 27.

Location: In-person at JBANC office in Rockville, MD (virtual on occasion).

In Latvian or English: Some Latvian would be helpful, but this internship can be offered entirely in English.

COVID vaccination requirements: Highly recommended, not required.

Any special requirements: (none)

Mentor/supervisor: Karl Altau (Managing Director)



Organization: Latvian American Chamber of Commerce (LACC)

Website: www.LatvianChamber.com

Field(s)/Department(s): Membership Recruitment; Research; “Spotlight Latvia” Los Angeles event support, promotion and recruitment.

Description of duties: The intern will assist various work group teams and board members as needed. Specifically, LACC has embarked on several 2021 strategic initiatives, including website re-development, membership recruitment and retention, social media and newsletter procedures and expansion of the global partnership network. The intern will have a chance to participate in all of these projects by providing support, research and analysis. The intern will also work closely with our Community Manager in charge of Social Media strategy. There is also an opportunity to take the lead on developing a new website focused on identifying and presenting global Latvian business resources. Lastly, and most importantly, the intern will serve as the primary assistant for the “Spotlight Latvia LA” event, focusing on the Latvian film, multimedia and entertainment industries – a project which will culminate with a two-day event in Los Angeles on September 23 and 24, 2021. The final assignment for the intern would be to join as on-site staff at the event in Los Angeles.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*): July 5 – September 25. Ideal candidate will also be able to attend event in Los Angeles on September 23-24.

Location: Virtual. However, most of the board is located in Chicago, our event is in Los Angeles and we have regional chapters in Boston, New York, Minneapolis, Austin, Denver and LA, so proximity to one of these locations would be helpful.

In Latvian or English: Some Latvian would be helpful, but this internship will be entirely in English.

COVID vaccination requirements: Recommended, not required.

Any special requirements: None - but experience or interest in the film and entertainment industry is a plus.

Mentor/supervisor: Mikus Kins (President), and possible other board members, depending on location of intern.



Organization: Latvian Center Garezers

Website: www.garezers.org

Field(s)/Department(s): Marketing

Description of duties: The intern will assist with all Garezers media content, which will include: a weekly story to be published in the Latvian newspaper “Laiks” with photographs, as well as updates on the Garezers website and Facebook page. Content will include stories about camp life, upcoming events, interest stories and fundraising efforts.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*):
June 14 – August 8.

Location: Garezers main office, Three Rivers MI; in-person.

In Latvian or English: Ability to speak and write in Latvian. Help will be provided for written texts.

COVID vaccination requirements: Recommended, not required.

Any special requirements: Flexible, but Communications or Marketing majors and minors preferred.

Mentor/supervisor: Ilēna Rusmane (Director/Administrator)

Organization: Latvian Scouts and Girl Guides

Website: www.skgmuzejs.org

Field(s)/Department(s): Museum Curation

Description of duties: The intern will help to collate an inventory list of materials in the museum, help with changing out displays, and work on digitizing invaluable documents in the museum. The intern will serve as a guide for visitors to the museum and provide tours for the youth attending the Garezers Latvian camp. The intern may also help with the maintenance of the virtual museum housed on Facebook and the scouting website. There will be opportunity to interact with the high school attendees and staff as well.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*): 8 consecutive weeks from June 27 - August 21. This can be shifted as required.

Location: Latvian Camp Garezers, Three Rivers, MI.

In Latvian or English: Latvian would be helpful, but an English-only intern is also welcome.

COVID vaccination requirements: Mask to be worn outside of museum on Garezers property. Vaccination not required.

Any special requirements: (none)

Mentor/supervisor: Ilze Antons



Organization: Permanent Mission of the Republic of Latvia to the United Nations

Website: <https://www.mfa.gov.lv/newyork>

Field(s)/Department(s): Public Diplomacy; Communication; Information and Policy Analysis; International Relations

Description of duties: The intern will follow and be asked to provide summaries of the UN organs' discussions on a range of topics. The intern will assist the Mission's public diplomacy initiatives, and will be involved in developing social media campaigns, communication strategies, as well as planning/organizing cultural events. He/she will be asked to contribute ideas and support preparations for the 30-year anniversary of Latvia joining the UN. The intern will be asked to support diplomats in day-to-day work on various UN issues, possibly including attending UN committee meetings or international-level conferences.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*): June 1 – December 31 (depending on intern's availability and security clearance).

Location: In-person at the Mission of Latvia, New York. (If the intern is seeking living arrangements during the internship, he/she may be able to stay in the Mission's on-site apartment, depending on availability.)

In Latvian or English: Latvian would be preferred, but this internship can be offered also partially in English.

COVID vaccination requirements: Recommended, not required.

Any special requirements: Latvian citizenship; Security Clearance from Latvian authorities (this process can take up to 3 months, the Mission will assist selected applicants).

Mentor/supervisor: Andrejs Pildegovičs, Ambassador to the UN



Organization: XV Latvian Song and Dance Festival, Inc.

Website: www.latviansongfest2022.org

Field(s)/Department(s): Fundraising; Marketing; Social Media; Printed Materials.

Description of duties: The intern will assist with multiple aspects of organizing the next Latvian Song and Dance Festival in the United States, which will take place in St. Paul, Minnesota from June 29 through July 4, 2022. Song Festivals are intricately planned events that involve project management, finance, marketing, and many other functions. The intern's duties will include identifying additional public and private sources of funding, helping to prepare fundraising materials, communicating with potential sponsors/donors, and acknowledging contributions. Duties will also include assistance with the Festival's website and social media accounts, as well as assisting with preparation of printed materials such as flyers, programs, and guidebooks. A number of projects can be done virtually and remotely, but the internship would also include several weeks on-site in Minnesota visiting Festival venues. The intern would interact virtually and in-person with several members of the Organizing Committee, Finance Committee, and Marketing Committee.

Possible timeframe (*internship should be 8 consecutive weeks during this timeframe*):
June 7 – August 31

Location: Partly virtual; partly in-person in St. Paul, MN.

In Latvian or English: Latvian language skills are preferred and would allow the intern to experience more of the Song Festival organizational process, but the internship can be a meaningful experience in event planning also without Latvian language skills.

COVID vaccination requirements: Recommended, not required.

Any special requirements: (none)

Mentor/supervisor: Ansis Viksnins (Chair of the Organizing Committee)