



**ALA Summer Internships in the U.S.
Internship Profiles
2021
ROUND 2**

American Latvian Association (ALA)

Investment and Development Agency of Latvia (LIAA)

Latvian Center Gārzēzers

Latvian Scouts and Girl Guides



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: 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: Virtual.

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: 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.skqmuzejs.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