



CITY OF ATLANTA
MAYOR'S OFFICE OF INTERNATIONAL & IMMIGRANT AFFAIRS
2026 SUMMER PUBLIC SERVICE INTERNSHIP
INTERNATIONAL AFFAIRS & MARKETING 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 Public Service Internship will run from May 26th, 2026 through July 31st, 2026. This internship is unpaid and requires a minimum of 25 hours per week during business hours (Monday through Friday 9AM-5PM). Interns will also be asked to support at weeknight and weekend events depending on their availability. Specific intern positions may have additional requirements that will be detailed below in the position summary.

Position Summary

This internship will provide opportunities to work with the Office of International and Immigrant Affairs team on Diplomacy & Protocol and Marketing & Communications. 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 social media marketing, research, diplomatic engagement, programming, and other administrative duties.

Responsibilities

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

- With the support and guidance of the supervisor, help develop diplomatic, protocol, and/or education related materials and programs.
- Assist with writing and editing content, including research memos and briefs, remarks, newsletters, website, reports, and other collateral, as needed.
- Conduct research as requested by team member on a variety of topics including, country profiles, sports diplomacy activities, education, industry profiles, local/regional reports, etc.
- Assist in the creation and editing of written, video, and image content for social media and marketing collateral.
- Work collaboratively in internal task forces to contribute to the design and implementation of ongoing projects in the field of immigration, diplomacy, international business, and marketing.
- Collaborate with team to provide input on creative marketing strategies, social media campaigns, and tools for our marketing and communications.
- Monitor social media platforms for trending news, ideas, and feedback.
- Assist in logistical support for meetings and events, including but not limited to preparing distribution materials and helping with registration, note taking, and advertising, under the supervisor's direct supervision.



CITY OF ATLANTA

MAYOR'S OFFICE OF INTERNATIONAL & IMMIGRANT AFFAIRS

- Track weekly news reports, headlines, and policy updates that are relevant for the department.
- Attend relevant meetings and take notes to be shared with the team.

Candidate Qualifications

- Excellent verbal and written communication skills;
- Firm grasp of social media platforms, including X, LinkedIn, and Instagram,
- Experience with graphic design, website management, and email marketing software (i.e. Canva, Wix, Adobe InDesign and Photoshop highly desired);
- A high attention to detail;
- The ability to work effectively in a fast-paced environment with minimal guidance;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and strong research ability; and
- Preference for students who demonstrate fluency in a second language.

How to Apply

Complete the online application found at this link.