

AURORA SISTER CITIES INTERNATIONAL

SUMMARY DESCRIPTION

Aurora Sister Cities International, an organization committed to facilitating global partnerships that advance Aurora as an international city, seeks a dynamic, open-minded and organized intern to assist with its public relations, event, social media and web-site activities. Aurora Sister Cities International requests that each intern commit to a regular weekly schedule during the summer of 2019 with the understanding that due to our special events schedule, some evening or weekend work may be required.

RESPONSIBILITIES

- Compile and post social media updates
- Assist with the creation, maintenance and distribution of monthly e-Newsletters
- Post event and news updates on the Aurora Sister Cities International web-site
- Assist with event planning
- Attend outreach and networking events with the CEO
- Attend Sister City Committee-related meetings and activities
- Other duties as assigned by the CEO

QUALIFICATIONS

- Interest in public administration, international affairs, journalism, communications and/ or cultural exchange
- Desire to learn new tasks
- Knowledge of the professionalism needed to work with various stakeholders including elected officials and city of Aurora staff
- Experience working with basic office applications (Word, Excel, etc.)
- Experience or familiarity with social media (Facebook, Instagram, SnapChat, etc.)
- Interest in writing
- Creativity, input and new ideas are appreciated at our organization!

INTERN TIME (IN CATEGORIES)

- Estimated 60 hours of hands-on training first 1-2 weeks of internship
- Estimated 60 hours special event support
- Estimated 110 hours of social media/ web/ e-Newsletter support (includes research and writing)
- Estimated 30 hours attending networking events
- Estimated 40 hours attending sister cities/ sister city committee-related activities

TYPICAL WORK SCHEDULE

The intern can set their own weekly schedule so long as the intern comes during a regular set of hours (between 9am and 5:30pm). Because summer is our most active season, the intern should expect to have to work some nights and weekends. Intern should expect not to work the week of the 4th of July.