

**Title: International Program Coordinator Intern**

**Organization:** Fort Worth Sister Cities International (FWSCI)

**Location:** Fort Worth, TX

**Duration:** Fall, Spring, or Summer Semester

**Compensation:** Unpaid (college credit available)

**About Fort Worth Sister Cities International**

Fort Worth Sister Cities International (FWSCI) is a non-profit organization dedicated to fostering global relationships through educational, leadership, and exchange programs. Our mission is to cultivate international understanding among youth, adults, businesses, and organizations in Fort Worth and its sister cities:

- **Nagaoka, Japan**
- **Budapest, Hungary**
- **Reggio Emilia, Italy**
- **Trier, Germany**
- **Bandung, Indonesia**
- **Toluca, Mexico**
- **Mbabane, Eswatini**
- **Guiyang, China**
- **Nîmes, France**

**Internship Overview**

FWSCI offers hands-on internship opportunities for students interested in international relations, program management, marketing, event coordination, and business development. Interns work in our downtown office, assisting with youth and adult international exchanges, local projects, and organizational initiatives. Each semester, we accept **1-2 interns** across the following key areas:

- **International Project Management** – Assisting in planning and executing youth and adult programs
- **Marketing & Development** – Supporting fundraising, sponsorships, and community outreach
- **Business Research & Analysis** – Conducting research to support international initiatives
- **International Protocol** – Engaging with diplomatic and global partners
- **Office & Administrative Support** – Assisting with daily operations and logistics

**Responsibilities**

- Support FWSCI staff in all phases of program planning and implementation
- Assist in coordinating special events and activities with local businesses and partners
- Facilitate communication with both local and international contacts
- Assist with database management, research, and administrative support
- Report to the **Director of Exchanges & Outreach, Exchanges & Outreach Manager, or Youth & Education Manager**

**Required Skills**

- Strong written and oral communication skills
- Excellent interpersonal and organizational abilities

- Ability to prioritize tasks and work in a multi-task environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher) and Dropbox
- Internet research knowledge and database management skills
- Adaptability and problem-solving mindset

#### **Preferred Experience**

- Youth leadership or volunteer coordination
- Event planning and management
- Knowledge of foreign languages (a plus)

#### **Internship Benefits**

- Hands-on experience in international program development and event coordination
- Opportunity to travel with youth delegations as an Assistant Delegation Leader
- Exposure to international business, government, and community networks
- Deeper understanding of global cultural and political relations
- High-impact role to develop leadership and professional skills

#### **Schedule & Commitment**

- Must be available 10-12 hours a week in office Tuesday – Thursday, 9:00 AM – 5:00 PM.
- Shifts are flexible and can be scheduled around class commitments
- Internship duration aligns with the academic semester

#### **How to Apply**

Interested candidates should submit **application, resume and a short cover letter** explaining their interest in the internship to [amy@fwsistercities.org](mailto:amy@fwsistercities.org). Applications are reviewed on a rolling basis.