



## FORT WORTH SISTER CITIES INTERNATIONAL INTERNSHIP

**Fort Worth Sister Cities International (FWSCI)** is a non-profit organization committed to cultivating successful relationships and international understanding among youth, adults, businesses and organizations of Fort Worth and its sister cities through educational, leadership, and exchange programs. Our sister cities are: Nagaoka, Japan; Budapest, Hungary; Reggio Emilia, Italy; Trier, Germany; Bandung, Indonesia; Toluca, Mexico; Mbabane, Swaziland; Guiyang, China; and Nimes, France.

### INTERNSHIP DESCRIPTION

Full semester internships are available for fall, spring and summer. **It is important to note this is an unpaid internship.** These offer hands-on experience of managing youth and adult international exchanges and local projects and are based in the FWSCI office downtown. Our organization typically places 3-4 interns per semester. **We have six key areas for the internship experience: international project management for youth and adult programs; marketing and development; communications and public relations; business research analysis; international protocol; and office practices and administrative support.**

### INTERNSHIP POSITIONS

- International Program Coordinator
- Marketing and Community Engagement Intern
- Management Assistant

### GENERAL DUTIES

Assist the Fort Worth Sister Cities International department directors and program staff in all phases of international initiatives. Work closely in facilitating all areas of program development and communication with both local and international contacts for successful program implementation. Assist in the coordination of special events, marketing and working with the business and private sectors.

### REQUIRED SKILLS

- Demonstrated written and oral communication skills
- Interpersonal skills
- Organizational skills and ability to prioritize
- Ability to work in a multi-task environment
- Demonstrated computer experience: Microsoft Office (Word, Publisher, Power Point, Excel)
- Internet research knowledge
- Database management skills

### DESIRABLE EXPERIENCE

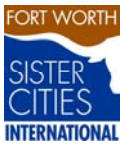
- Youth leadership
- Volunteer coordination
- Event management
- Marketing and PR
- Oral and written communication skills
- Knowledge of foreign language

### INTERNSHIP BENEFITS

- Excellent international experience to include on working resume
- Eligibility to travel with our youth delegations as an Assistant Delegation Leader
- Opportunity to establish a network with international and local business, government and community groups
- Develop experience in creating international projects from ground to final program implementation
- Develop an understanding of international cultural & political relations
- Establish experience in a highly visible position

### HOURS

Shifts can be scheduled around student's classes. Office hours are 8:30 a.m. - 5:30 p.m. Monday-Friday.



FORT WORTH SISTER CITIES INTERNATIONAL INTERNSHIP APPLICATION

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

SCHOOL INFORMATION

University: \_\_\_\_\_ Year:(Fresh/Soph/Jun/Sen) \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Will you receive credit for this internship? \_\_\_\_\_ If so, Professor/Course: \_\_\_\_\_

Expected hours per week: \_\_\_\_\_

Have you traveled outside the US for any reason? (Exchange, home stay, mission etc.)? \_\_\_\_\_ Where? \_\_\_\_\_

Do you have proficiency in a foreign language? Please rate on a scale from 1-5 for each language: 1 being introductory, 5 being completely fluent:

Table with 2 rows and 12 columns for language proficiency ratings (Spoken/Written 1-5).

What clubs and organizations are you involved in? Please include international and leadership-oriented organizations:

Three horizontal lines for listing clubs and organizations.

Please list any computer skills or qualifications (MS Office-Word, Excel, etc): \_\_\_\_\_

Horizontal line for computer skills.

Applications for all semesters are accepted at any time. Interviews are scheduled after the applications are received by the Fort Worth Sister Cities International office. All interns and facilitators must complete a criminal background check before the start of internship.

Please attach cover letter and resume along with this application. Send to:

Danielle McCown, Exchanges & Outreach Associate
P.O. Box 17879 Fort Worth, TX 76102
Email: danielle@fwsistercities.org
Phone: 817-632-7100

Please indicate for which semester you are applying: \_\_\_\_\_

Please indicate the internship for which you are applying: \_\_\_\_\_