Job Description

Communications/ Development Intern
Aurora Sister Cities International

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 marketing, public relations, event, and social media/ web activities. Aurora Sister Cities International requests that each intern commit her or his time for a period of at least 6 months and each intern will be required to work a minimum of 10 hours per week, and on a regular weekly schedule (except during periods of conference or other event activity). Some evening or weekend work may be required (depending on events). Experience with Facebook, Twitter, LinkedIn, Pinterest, or other global social media is preferred. Experience with WordPress or other content management systems is preferred. Experience with event and email software such as ConstantContact, EventBrite, or MailChimp is preferred.

Minimum requirements:
1. Strong interest in international development
2. Willingness to commit to a minimum of 6 months and 10 hours per week
3. An understanding of the level of professionalism needed to work with various stakeholders including elected officials and city staff
4. Experience working with basic office software such as Outlook, Excel and Word
5. Familiarity and experience with social media
6. Must have access to own transportation or have enough familiarity with public transportation that he or she can attend off-site meetings with community partners and stakeholders
7. Self-starter with strong writing and organizational skills

Job duties:
1. Create and maintain contact and vendor mailing lists
2. Research and compile lists of prospective stakeholders, audiences and platforms for Aurora Sister Cities International events, fundraising activities and sister city committees
   a. Local & regional businesses (healthcare, education, bioscience, cultural, arts, military)
   b. Local business development organizations
   c. Local community groups and cultural associations
   d. Local nonprofit organizations and governmental entities
3. Conduct research on prospective sister cities (based on geography, population size and industry)
   a. Global cities & industries
4. Create event checklists and materials
5. Based on research outcomes, create social media checklists and outreach checklists
6. Compile and post social media updates
7. Assist with the creation, maintenance and distribution of an *Aurora Sister Cities International* eNewsletter
8. Post event and news updates on the Aurora Sister Cities web-site
9. Assist with event planning and marketing, which may include
   a. Producing and distributing flyers or brochures for events
   b. Logistical and administrative support related to event planning
   c. “Day-of event” support
10. Attend outreach and networking events with the Executive Director
11. Participate in sister city committee activities
12. Other duties as assigned by the Executive Director

Want more information before committing? Visit our web-site at [www.aurorasistercities.org](http://www.aurorasistercities.org) or the Sister Cities International web-site at [www.sistercities.org](http://www.sistercities.org).

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All interested candidates should contact Karlyn Shorb with a cover letter outlining specific interests and experience, and a resume.