



High School and College Internship Program

Fort Wayne Sister Cities, Inc. offers unpaid internships throughout the year. Our internships are for high school, undergraduate, and graduate students who are interested in international relations, public relations, marketing, non-profit organizations and leadership, tourism, event planning, and youth development. Through your internship with Fort Wayne Sister Cities, you have an opportunity to learn about our Sister City connections, network with a diverse group of professionals and area youth, develop valuable skill sets, and even travel on delegation trips (as they occur). To learn more about our Sister City relationships, visit our website:

<https://www.fortwaynesistercities.net/>.

General Qualifications: Interns...

- Demonstrate an interest in global relationships and/or intercultural understanding
- Have good communication skills (verbal and written).
- Can manage their time well.
- Have a positive attitude towards their work.
- Can collaborate well with others.
- Demonstrate a willingness to learn.
- Can commit to projects and meet deadlines. *Specific qualifications for projects will be discussed with your supervisor.*

Expectations: Interns are expected to...

- Work a minimum of 5 hours/week and a maximum of 20 hours/week.
- Communicate consistently with their supervisor via email, phone, or via Teams/Zoom.
- Attend committee meetings as needed (most of these meetings occur in the evening and some events occur on the weekends)
- Revisit and negotiate their workload with their supervisor as needed.

Internship Positions:

1. Marketing Intern
2. Fundraising Intern
2. Assistant to the Youth Ambassadors Chairperson
3. Youth Ambassadors Events or Programs coordinator
4. Taizhou committee Intern
5. Administrative Intern

Since 2019, our interns have been instrumental in creating and uploading content for our website and social media and planning our upcoming Sister Cities Symposium (October 2022). Other projects that you can be part of include the following:

- Marketing projects, such as...
 - Producing content for the Volunteer and Board member spotlight (monthly)
 - Compiling fun facts for all of our Sister/Friendship cities
 - Interviewing a Chapman exchange alum/alumna
- Developing educational materials for city committees, events, and activities.
- Gathering all the information that each individual Sister City needs for their respective anniversaries, including housing, transportation, tours, gifts, etc.
- Gathering information related to our Sister Cities' history, culture, language, etc. and compiling a database for this information.
- Documenting all the gifts given to Fort Wayne from our Sister Cities. This would include but not be limited to: the gift donor; when the gift was given, a photo of the gift, the location of the gift, and its approximate value
- Establishing a pen-pal program with schools between Fort Wayne and Taizhou.
 - Contact Ft. Wayne schools to explore interest; work with the Taizhou associate to develop program goals and more specifics for the pen pal program; create a google sheet to document the program and the contacts made.

If you have questions or are interested in applying for an internship, please send a short cover letter (1 page), which states the position you are interested in, and resumé to Mary Encabo (mary.encabo@fwsci.org) and Jacob Fisher (evolution.marketing.agency@outlook.com). Once we receive your letter and resumé, we will set up a time for a short interview.