



AURORA COLORADO
**SISTER
CITIES**
INTERNATIONAL

Aurora Municipal Center
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AURORA SISTER CITIES INTERNATIONAL JOB DESCRIPTION

Position/ Job Title:	Program Assistant
Classification:	Part-time, Hourly, 20 hours per week
Pay Rate:	\$15.00/ hour
Responsible to:	CEO
Direct Reports:	None
Schedule:	Flexible

Background

Aurora Sister Cities International is a small start-up organization closely affiliated with the city of Aurora whose mission is to build mutually beneficial local and global partnerships centered on international trade, and cultural and educational exchange. We currently seek to hire a committed part-time employee willing and able to grow with the organization.

Position Summary

The Program Assistant is primarily responsible for daily communications tasks of the organization including but not limited to: posting content updates on social media and web platforms; producing and publishing a monthly eNewsletter; and producing and submitting event, news content and press releases for other community-based web and print platforms. In addition to communications support, the Program Assistant will provide administrative and event support to the CEO and will, on occasion, participate in community outreach and organizational events (weekend and evening events included). Job responsibilities will also include administrative and research assistance to the CEO for grant-writing and program development projects.

Major Duties and Responsibilities

- Administrative tasks: filing, scanning, drafting documents, updating databases (board of directors, members, vendors, organizations, elected officials, etc.), ordering office supplies and maintaining records of donations and generating tax receipts to all donors and members.

- Coordinate and communicate with City of Aurora (IT Department, City Manager's office) staff to accomplish other administrative tasks.
- Social media management: posting content and photos on Facebook, LinkedIn, Pinterest and Instagram; creating content for the ASCI website; creating and sending monthly e-Newsletter via MailChimp; adding events to community calendar on website; and posting content and events on other web-sites and platforms (such as the Sister Cities International website).
- Attend and take minutes at monthly board of directors meeting (currently scheduled the second Wednesday of every month at 4:00pm).
- Create marketing materials for ASCI events (Photoshop or InDesign experience a plus, but not necessary).
- Assist with foreign delegation visits by providing event support.
- Provide event support for other ASCI activities and events which may require some evening and weekend shifts.
- Conduct research and other assistance related to new and existing sister cities and to support grant-writing and program development activities.
- Other duties as assigned by the Chief Executive Officer.

Required Skills and Qualifications:

- Strong organizational, writing, interpersonal and cross-cultural communication skills
- Ability to manage time appropriately
- Strong internet research skills
- Strong familiarity with Microsoft Office applications, especially Word, PowerPoint and Excel
- Strong familiarity with social media platforms and web platforms such as WordPress
- Familiarity with, and experience using, eMarketing platforms such as Constant Contact or MailChimp
- Ability to learn quickly
- Some academic research skills
- Familiarity with event planning is encouraged
- 2 or 4 year degree from an accredited college or university, or significant coursework completed toward such degree
- Knowledge of a second language considered, but not required

Interested applicants please email a cover letter and resume by July 15, 2016 to:

Karlyn K. Shorb, CEO
 Aurora Sister Cities International
kshorb@auroragov.org

This job description is not intended to be an exhaustive list of all qualifications, skills, duties, or responsibilities associated with the position.

Aurora Sister Cities International provides equal employment opportunities to all employees and applicants regardless of age, disability, ethnicity, color, sexual or gender identity, national origin, race, or religion.