

Job Title**Department**

- Within City Clerk's Office
 - To coincide with liaison duties of another position coordinating events for councilpersons.
- An intern or management trainee.

Position Type

- Part-time or Full-time

Job Description

- Serve as the program coordinator for the City of Milwaukee's Sister Cities Program promoting and providing professional assistance to the Sister Cities Committee and sister city communities at the local level.

Role and Responsibilities

- Effectively promote and operate sister city programming and activities for the City considering short and long term goals and best impact for the City relative to economic and social exchange.
- Ability to articulate the mission of the Sister Cities Committee and Sister Cities International - promote peace through mutual respect, understanding and cooperation.
- Develop and maintain a marketing and communication plan for promotion and increasing public awareness of the program, local relationships, and their benefits to the community, City departments, and public-private institutions in consideration of different demographics and media types.
- Assist and support local sponsors to maintain or establish successful and active sister city or friendly exchange relationships on an ongoing basis relative to relationship building, coordination, and guidance.
- Identify, apply, and obtain available funding or grants for the program and local relationships.
- Travel and attend Sister Cities International annual conferences.
- Meet with local sponsors and relevant parties.
- Travel, attend, assist, or coordinate local sponsor events and program-related meetings or events.
- Serve as secretary to the Sister Cities Committee.
- Implement and achieve the goals of the Sister Cities Committee.
- Respond to and provide information to inquiries from the public and interested parties.

Qualifications and Education Requirements**Preferred Skills**