



# Sister Cities

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## Newport News

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### Sister Cities of Newport News Internship Application

SCNN internships are part-time (10 hours per week) and unpaid.

Sister Cities of Newport News (SCNN) is a small, not-for-profit organization that has three (3) official Sister Cities; Neyagawa, Japan; Taizhou, China; and, Greifswald, Germany and two (2) friendship cities; ZiYang, China and St. Nazaire, France.

Our mission is: To build and strengthen international cooperation, understanding and development between the citizens of the City of Newport News and those of the world.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Present College/University: \_\_\_\_\_

Area of Study: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Please Select Which Internship You are Applying For:

Fall Term

Spring Term

Summer Term

How did you hear about this internship?

\_\_\_\_\_  
\_\_\_\_\_

First Available Work Day: \_\_\_\_\_

Last Available Work Day: \_\_\_\_\_

List any dates you will on vacation and not able to work: \_\_\_\_\_

\_\_\_\_\_

Weekly Availability

(Most of this internship is performed outside the office on your own computer. Assistance on weekends and week nights for events, festivals, exchanges and committee work should be anticipated. Typically, the SCNN intern and Executive Director (ED) meet one to two times per week at an agreed upon time to review work. Please indicate other known work commitments when completing this table. **Leave blank if you do not have a competing work commitment.**

	Times NOT Available to Meet with ED
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Briefly explain what you wish to gain from this internship:

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Please list office and computer skills:

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Please provide any additional information you'd like for us to know:

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**INCLUDE YOUR CURRENT RESUME WITH THIS APPLICATION**

**EMAIL TO** [info@sistercities-nn.com](mailto:info@sistercities-nn.com)

**Questions?** Call 757-926-1348 or email [info@sistercities-nn.com](mailto:info@sistercities-nn.com)

The SCNN office is located at 700 Town Center Drive Ste 230 Newport News, VA 23606  
(Fountain Plaza 2 / City Center Oyster Point)

Date received: \_\_\_\_\_ By: \_\_\_\_\_