



**POSITION DESCRIPTION: International Programs Associate**

The World Affairs Council is seeking a passionate, talented, globally minded candidate to take on a full-time position as International Programs Associate. This is an extraordinary opportunity for an individual with an interest in international affairs to gain hands-on experience and insight into citizen and public diplomacy initiatives in the U.S. government.

Are you interested in experiencing new cultures and sharing American culture with foreign exchange participants?

The ideal candidate will have a passion for international knowledge, a desire to plan and help build relationships between our city and the world, and the capacity to work closely with a diverse group of community leaders to promote international understanding, education, engagement, and cooperation.

The Search Committee will begin evaluating resumes now. Candidates are urged to submit a cover letter & resumes or CVs to Michelle Harpenau, Executive Director, at [apply@cincyworldaffairs.org](mailto:apply@cincyworldaffairs.org). Please do not call the office.

Essential Responsibilities:

1. Plan and coordinate programs for visiting international delegations
2. Partner with local businesses and nonprofits to provide appropriate experiences based on subject matter interest of visitors
3. Build strong relationships with national programming agencies in D.C., U.S. Department of State, and other council chapters across the states

Start date: November 2021

Report to: Director of International Programs

Classification: Full Time Exempt



## **KEY RESPONSIBILITIES**

### *EXCHANGE*

- Coordinate all aspects of the visitor program for the U.S. Department of State's premier exchange program, International Visitor Leadership Program (IVLP) & other additional exchange groups as needed
- Make all arrangements for visitors for exchanges both virtual and in-person including but not limited to, professional appointments, hotel reservations, transportation, home hospitality, volunteer activities, city tours, and cultural events when resume in-person
- Identify and seek opportunities to host international visitors
- Prepare proposals and expressions of interest to host delegations highlighting the best of Cincinnati and Northern Kentucky professionals, nonprofits, and businesses
- Prepare all correspondence pertaining to visitor program both virtual and in-person, i.e., schedule, thank you notes, professional resource evaluations etc. as appropriate
- Identify and maintain excellent collaborative relations with programming agency contacts in Washington, D.C., local professionals, and volunteers
- Develop system for evaluating and reporting visits
- Maintain database, records, and statistics pertinent to visitor programs, i.e. visitors, resources, hosts, volunteers, and others in database(s) and keep files in shared computer drive as well as hard copy files deemed vital to the organization and provide data for reports as needed
- Continue to build and connect with IVLP alumni
- Mobilize volunteers and interns to assist in program development and implementation

### *ADMINISTRATION*

- Demonstrate the level of professionalism required to carry out exchange programs sponsored by the U.S. Department of State through NPA
- Support the Director of International Programs oversight of the work of interns and volunteers.
- Oversee social media/blog related to groups as needed
- Assist and attend Council events and other networking events as needed
- Provide monthly activity reports to Executive Director
- Assist colleagues across functional areas, and carry out other duties as required by the Executive Director

### Job Specifications:

- Minimum of Bachelor's degree in Business, International Relations, Political Science, English, Nonprofit Management, or other relevant field with demonstrated interest



in world affairs, cultural understanding, education, and global competence (required)

- Willingness to work late afternoons/early evenings & weekends
- Entrepreneurial spirit and enthusiasm for a fast-paced environment
- Ability to present oneself in front of groups and at meetings
- Strong knowledge of current world affairs preferred
- Organized, detail-oriented, efficient, accurate, ability to multi-task, and focused on consistently producing high-quality results.
- Be able to interface with a wide variety of constituencies and individuals with tact, diplomacy, decorum and sophistication.
- Demonstrate strong project management skills, with an ability to lead multiple projects and to plan, prioritize, and make decisions autonomously.
- Possess knowledge of and experience utilizing video conferencing and social media tools. Knowledge of and experience with MS Office and virtual meeting platforms (Zoom, Canva and others) is expected.
- Proven ability to effectively manage robust workloads, meet deadlines, and successfully prioritize tasks.
- Have daily access to a car; possess a safe driving record and auto insurance. Must be able to lift 25lbs and transport large quantity of supplies if needed.

Other important competencies for success in the role:

- *Adaptability* – adapts to changes in the work environment, manages and prioritizes various projects and tasks simultaneously
- *Dependability* – consistently to work on time, follows instructions, ensures completion of projects and tasks, and responds to management direction.
- *Positive* – eagerly accepts tasks with a “can-do” attitude and a constant desire to learn new things.
- *Follow-Up* – proactively follows-up on all deliverables and requests in a timely manner. Effectively manages details and is highly responsive.
- *Communication* – edits work for spelling and grammar, presents data effectively and can interpret written information.
- *Discretion* – possesses good judgment and can maintain confidentiality.
- *Cultural Acumen* – ability to interact with US & foreign diplomats, board members, and other distinguished guests as well as values multi-cultural experiences, appreciates cultural differences, and demonstrates a worldview of inclusion.