



## Program Officer & Events Coordinator

### Description of the Utah Council for Citizen Diplomacy (UCCD):

The Utah Council for Citizen Diplomacy believes that everyone has the right, even the responsibility to help shape U.S. foreign policy “one handshake at a time,” and since 1967, we at UCCD have fostered citizen diplomacy by creating meaningful person-to-person interactions with individuals from other countries and cultures.

UCCD works with the U.S. Department of State’s International Visitor Leadership Program and other exchange programs to welcome hundreds of emerging leaders from around the world to Utah to meet with like-minded professionals, businesses, government agencies, and organizations to exchange best practices and create networks while experiencing Utah’s unique culture. Additionally, UCCD invites the local community to attend the World Affairs Lecture Series that features experts who come from a wide range of disciplines to speak about relevant foreign diplomacy topics resulting in a globally savvy community.

UCCD offers a dynamic working environment with ample opportunities to learn about global issues and cultures while creating professional networks with international, national, and local individuals. The applicant should enjoy a busy atmosphere and be comfortable handling multiple ongoing projects. The position requires a high standard of quality, excellent interpersonal skills, a keen eye for detail, thorough follow-through, initiative, flexibility, and strong computer skills. Successful candidates must have a passion for working for change at a grassroots level and an interest in international affairs and cultures.

### Description of position:

The Utah Council for Citizen Diplomacy (UCCD) is hiring a full-time Program Officer and Events Coordinator to support UCCD’s International Visitors programs and is responsible for planning and implementing UCCD events.

<b>Position Title:</b>	Program Officer & Events Coordinator
<b>Type of Position:</b>	Full-time (40 hours a week)
<b>Hours:</b>	8:30 am – 5:00 pm, some evenings and weekends required
<b>Salary:</b>	Based upon experience \$36,000K+ to be determined based on qualifications and experience
<b>Benefits:</b>	401K, 2 weeks paid time-off plus 11 national holidays, Westminster College gym membership, cell phone allowance, & mileage reimbursement for work related travel

### Program Officer Responsibilities (50% of workload):

- Work with the Program Director to develop and execute creative and professional itineraries for International Visitors in all fields of expertise

- Oversee execution of itineraries for all program in your portfolio
- Assist other staff with incoming programs and provide guidance and support to Program Interns
- Schedule professional meetings and cultural activities
- Assist in managing hotel and transportation logistics
- Manage Taste of Home Hospitality applications and background checks; Arrange Taste of Home Hospitality volunteers for International Visitors including WISH and Global Vision
- Interact positively with community leaders and volunteers while facilitating meetings and appointments
- Maintain professional organizational relationships with professional resources throughout the State, home hosts, gatekeepers, and UCCD members
- Support the Program Director in researching and writing proposals
- Continually research and develop new program themes and professional resources for the program
- Maintain and strengthen good working organization relationship with National Program Agency (NPA) and Department of State (DOS) staff
- Complete program wrap up promptly

**Events Coordinator Responsibilities (40% of workload):**

- Plan, implement, monitor and evaluate all annual events, including but not limited to: WORLDQUEST, Vivaldi by Candlelight, World Affair Lecture Series, Tribute, and any other functions to ensure that the goals of the events are being met
- Assist the Executive Director in securing sponsors for events
- Recruit and manage all volunteers for events
- Provides communication support for UCCD events by using written skills to prepare print and email communications including, but not limited to: brochures, e-newsletter/e-blasts, website, lecture promotions, social media, mailings, and press releases

**Additional Responsibilities (10% of workload):**

- Assist with other administrative projects as needed
- Data entry and reporting
- Represent the organization in a variety of professional settings
- Submit applications for the Lt. Governor Cox Volunteer Certificates

**Position Qualifications:**

- Demonstrates a commitment to teamwork
- Impeccable attention to detail
- Able to manage projects simultaneously while being highly organized
- Has a positive and outgoing attitude
- Self-starter; able to work with little supervision
- Four-year degree in related field or equivalent experience
- Minimum of two years professional experience in a similar field
- Strong writing/editing and verbal communication skills
- High level of computer proficiency
- Ability to analyze and think critically, resourceful
- Personal integrity and discretion

- Adheres to the highest standards of protocol, business etiquette, and diplomacy in all interactions and communications with constituents
- Access to reliable transportation

**Other requirements:**

- Background check may be performed on chosen candidate

**To Apply:**

- Submit a single file PDF document that includes a cover letter and resume to Felecia Maxfield-Barrett, Executive Director, [fmbarrett@utahdiplomacy.org](mailto:fmbarrett@utahdiplomacy.org)
- Applications accepted until position is filled
- Position available January 8, 2018