



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 Events Coordinator to support, plan, and implement UCCD’s World Affairs Lecture Series, Great Decisions, and other conversations, dialogues, and events.

Position Title:	Events Coordinator
Type of Position:	Full-time (40 hours a week)
Hours:	8:30 am – 5:00 pm, some evenings and weekends required
Salary:	Based upon experience \$36,000K+ to be determined based on qualifications and experience
Benefits:	Healthcare reimbursement up to \$200 per month, 401K plan, 2 weeks paid time off plus 11 national holidays, Westminster College gym membership, cell phone allowance, mileage reimbursement for work related travel, working from home allowance after probation, and some travel to national conferences.

Events Coordinator Responsibilities (80% of workload):

- Plan, implement, monitor and evaluate all annual events, including but not limited to: World Affairs Lecture Series, Great Decisions, WORLDQUEST, Vivaldi by Candlelight, Tribute, and any other functions to ensure that the goals of the events are being met
- Recruit audiences to attend and support events
- 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

Program Officer Responsibilities (10% of workload):

- Manage Taste of Home Hospitality applications and background checks; Arrange Taste of Home Hospitality volunteers for International Visitors and Westminster International Students
- 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

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 many 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, fbarrett@utahdiplomacy.org
- Applications accepted until December 21, 2018
- Position available February 4, 2018 – possibly sooner.