



Program Officer: Special Programming

About Utah Council for Citizen Diplomacy:

We believe 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 with our local community.

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 professionals, businesses, government agencies, and organizations to exchange best practices and create networks while experiencing Utah’s unique culture. UCCD hosts the Ambassador John Price & Marcia Price World Affairs Lecture Series, which provides insight on critical global issues, helping shape public discourse. We convene leading global voices and engage the public to explore ideas that will shape our global future, transcending borders and transforming how people, business, and governments engage the world. Additionally, UCCD engages youth through our Young Diplomats of Utah program. Through classroom engagement, a leadership certification, and hosting Academic WorldQuest, UCCD empowers youth to grow as globally engaged citizens by enhancing your cultural awareness, developing your leadership skills, and connecting to your community through volunteerism and service.

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.

Description of position:

UCCD is seeking a DYNAMIC individual who is comfortable working in a fast-paced environment and handling multiple ongoing projects at one time. The position requires a HIGH-STANDARD of quality, EXCELLENT interpersonal skills, IMPECCABLE attention to detail, THOROUGH follow-through, INITIATIVE, ADAPTABILITY, and STRONG organizational skills.

A successful candidate must have a passion for working for change at a grassroots level, have an interest in international affairs and cultures, must work well with youth, able to envision a big picture while working through the details, and enjoy change and challenges.

Position Title:	Program Officer: Special Programming
Type of Position:	Full-time (40 hours a week)
Hours:	8:30 am – 5:00 pm, some evenings, weekends, and out-of-town travel required
Salary:	Based upon experience; range \$36,000 - \$42,000 annually
Benefits:	401K with an employer match up to 3%, Health Reimbursement Account up to \$200 per month (UCCD does not offer health insurance, but HRA funds can be applied to non-HSA health expenses), 2 weeks paid time off plus 11 national

holidays, Westminster College gym membership, cell phone allowance, mileage reimbursement for work-related travel, travel to Washington D.C. and/or other states.

International Exchange Programs (50% of workload):

- Research, network, and submit applications to host International Exchange Programs
- Work with the Program Team to develop and execute creative and professional itineraries for International Visitors in all fields of expertise- this includes arranging hotel and transportation logistics, professional meetings, cultural activities, and volunteer dinners (Taste of Home Hospitality.)
- Work with the Executive Director to connect and network with local business to meet cost-share requirements
- Oversee and actively participate in the execution of itineraries for all assigned International Exchange Programs
- Occasionally drive International Visitors to meetings and cultural activities in the state of Utah. (This could include parts of rural Utah and national/state parks.)
- Recruit and train volunteers for homestays of International Visitors
- Interface with community leaders and volunteers while facilitating meetings and appointments
- Interface with National Program Agencies overseeing International Exchange Programs
- Maintain professional organizational relationships with professional resources throughout the State, home hosts, gatekeepers, and UCCD members
- Maintain and strengthen good working organization relationship with National Program Agency (NPA) and Department of State (DOS) staff
- Complete program narratives and financial reports promptly
- Data entry and other reporting
- Assist with other administrative projects as needed

Young Diplomats of Utah (50%)

- Outreach and recruit youth (ages 14-20) for YDoU.
- Identify partnering organizations for YDoU.
- Provide guidance and mentorship to youth program participants.
- Manage all aspects of YDoU, including participation, workshops, guest speakers, service activities, cultural activities, etc.
- Recruit YDoU participants to volunteer at UCCD events as part of their certification.
- Identify, plan, implement, and manage youth international exchange programs as awarded to UCCD (see above for more details).
- Provide feedback and recommendations to the Executive Director and Board of Directors regarding program participation and outcomes.
- Develop and deepen relationships with local schools to increase high school participation in YDoU programming, including Diplomacy Simulations and Global Classroom Connect.
- Recruit youth teams to participate in WorldQuest. (Travel to Washington DC to accompany the winning high school team is required.)
- Assist the Events Director in hosting WorldQuest.

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
- Likes working with high school and college youth
- Self-starter; able to work with little supervision
- Clean driving record, current drivers license, and insurance
- Four-year degree in related field or equivalent experience
- Minimum of two years of 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:

- A background check may be performed on the chosen candidate

To Apply:

- It is strongly recommended to call Felecia Maxfield-Barrett, Executive Director (801.832.3273) before applying to determine if this opportunity is the right opportunity for you.
- Submit a **single file PDF document** that includes a cover letter, resume, and two letters of recommendation to Felecia Maxfield-Barrett, Executive Director, fmbarrett@utahdiplomacy.org. (Remember attention to detail is key for this position.) Only applicants who qualify for an interview will be contacted.
- Recruitment closes October 31, 2019
- Position available February 2020