



Position Description

Education Programs Coordinator (EPC)

FIUTS advances international understanding through cross-cultural experiences, student leadership, and community connections. Founded at the University of Washington in 1948, FIUTS delivers a wide range of programs that build a diverse and active global community, engage students and community members in dialogue and exchange, and promote citizen diplomacy.

Salary: \$40,000/yr plus benefits including generous paid time off, 100% medical, dental, and vision coverage, 401K with match, UW library access, single-class tuition exemption opportunities, and U-Pass transit permit.

About the position

The FIUTS Education Programs Coordinator collaborates with the Director of Education & Outreach to create transformative global educational experiences. The Education Programs Coordinator develops and delivers K-12 school programs and is a key member of our visiting programs team, so the main focus of this role is on building relationships and sparking curiosity. The ideal candidate has a passion for experiential education, experience in public speaking and curriculum design, and enjoys handling a variety of tasks in these primary areas:

K-12 School Program Oversight:

- Manage quarterly Pen Pal program with local schools to exchange letters between UW students and 4th-5th grade classrooms
- Recruit and communicate with UW student participants and teachers
- Coordinate letter exchanges and maintain deadlines and communications
- Recruit student presenters for Global Ambassador Day programs
- Provide training to students in basic curriculum design
- Plan and facilitate quarterly in-person Pen Pal meetings
- Respond to ongoing classroom requests for speakers; recruit student speakers
- Coordinate school group field trips to FIUTS CulturalFest
- Coordinate Community Visit Program and escort student groups to rural communities across Washington State

Visiting Program Support:

- Support proposal preparation in response to requests from a variety of partners
- Recruit and manage UW student volunteers
- Lead groups on local excursions and site visits
- Facilitate conversations, meetings, and dialogue sessions

- Design printed materials including schedules and promotional items
- Provide logistical and planning support as needed
- Prepare and deliver program surveys and evaluations
- Support reporting and measurement of program outcomes

Language and Dialogue-Based Programs:

- Coordinate Virtual Language Exchange program
- Prepare quarterly language exchange newsletter
- Partner with student facilitators to lead quarterly small-group discussion series
- Support general office infrastructure and logistics for organization-wide programs
- Work closely as part of a small team on program development, strategy, and innovation
- Represent FIUTS at community programs, Board of Trustees meetings, and other events
- Serve as part of the staff team for major programs and events throughout the year

Minimum Qualifications for this position:

- Bachelor's degree or equivalent combination of education and work experience required
- 2+ years' program experience in teaching or delivering experiential education programs
- Excellent interpersonal skills, including dialogue facilitation, cross-cultural, and conflict resolution experience
- Demonstrated ability to juggle multiple competing tasks in a fast-paced environment
- Overseas experience and/or experience working with diverse populations
- Understanding of public and private schools and educational programs
- Familiarity with Seattle and the Pacific Northwest
- Computer proficiency required in Microsoft Office; desired in Salesforce, Adobe programs
- Some knowledge or experience in Canva, Squarespace, email newsletter software desirable
- Availability for evenings and weekends when necessary for events
- Valid WA state driver's license and comfort with driving

To apply, send a resume and cover letter in pdf format via email by **Monday, June 28** to:

Era Schrepfer, Executive Director
 Foundation for International Understanding Through Students
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