



Position Description

Outreach & Community Programs Coordinator

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 Outreach & Community Programs Coordinator collaborates with the Manager of Development and Community Programs to engage community volunteers, reach new audiences, and engage supporters in the Puget Sound and around the world. The Outreach & Community Programs Coordinator manages the FIUTS Homestay Programs and shares our work through digital communications. The main focus of this role is on connecting students with members of the local community and sharing stories that elevate student and alumni voices and build cross-cultural understanding. The ideal candidate is a strong writer and communicator who is comfortable with a range of software and passionate about building relationships in the following areas:

Social Media and Communications:

- Collaborate with the Director of Education and Outreach to develop and implement an annual communications plan
- Compose and post regular social media content via a range of channels, including Facebook, LinkedIn, Twitter, Instagram, and Discord
- Create new content and curate content submitted by others
- Develop content strategies for special events and occasions
- Prepare weekly and monthly email communication to diverse audiences
- Update web site and other relevant organizational information online
- Monitor and respond to posts and membership requests
- Serve as advisor to the student outreach committee
- Provide data to measure community engagement across platforms

Homestay and Community Volunteer Management:

- Process student homestay applications and match students with hosts
- Recruit new hosts and provide training and support to hosts
- Communicate with students and hosts before, during and after placement
- Coordinate homestay agreements with UW departments and other partners
- Manage community events throughout the year, including orientation and closing events for small group visiting programs
- Ensure that hosting programs are in compliance with applicable rules and standards
- Implement other community matching programs, including hosted meals and Thanksgiving
- Recruit and manage corporate groups and other community volunteers

Fundraising and Community Engagement:

- Oversee food preparation for monthly Wednesday Lunch program
- Deliver presentations to community groups and others to encourage involvement
- Solicit auction items from local businesses and individuals for Blue Marble Bash (annual fundraising event)
- Work closely as part of a small team on program development, strategy, and innovation
- Represent FIUTS at community programs, Board of Trustee meetings, and other events
- Serve as part of the staff team for major programs and events throughout the year

Qualifications for this position:

- Bachelor's degree or equivalent combination of education and work experience required
- 2+ years' program experience in a nonprofit organization, international education, or higher-education role
- Excellent written communication skills
- Comfort and experience with writing and posting content on a variety of social media platforms; knowledge of best practices in social media marketing
- Demonstrated ability to juggle multiple competing tasks in a fast-paced environment
- Overseas experience and/or experience working with diverse populations
- Experience managing a broad range of volunteers, event planning (including large-scale events), and marketing
- Computer proficiency required in Microsoft Office; Salesforce, Canva, Squarespace, and email newsletter software experience make your application much more competitive
- 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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