



Position Description

Student Programs Coordinator (SPC)

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 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 Student Programs Coordinator collaborates with the Manager of Student Programs (MSP) to offer transition support, cross-cultural exploration, social integration, and leadership opportunities for University of Washington students and scholars. The SPC is a first point of contact for thousands of students each year, and the main focus of this role is on promoting curiosity, dialogue, and connection between students from diverse cultural backgrounds. The ideal candidate is a friendly, high-energy, detail-oriented person who enjoys handling a variety of tasks in these primary areas:

Events & Activities:

- Plan and execute a year-round calendar of local events and excursions for students
- Manage program registration in Salesforce database
- Coordinate ticket sales, cash management, and registration lists
- Communicate event details to participants
- Oversee the participant experience at the monthly Wednesday Lunch program
- Coordinate weekly English Conversation Group program
- Support the MSP in coordination of quarterly International Student Orientation programming
- Work with other staff to support event marketing and outreach

Student Leadership Development:

- Present onboarding sessions for new student leaders
- Plan and execute ongoing leadership training
- Support MSP to celebrate and recognize student leaders
- Serve as advisor to two student-led planning committees
- Coordinate the CulturalFest Expo booth experience

- Train and support student volunteers for annual fundraising event and other activities

Administration:

- Oversee FIUTS' front desk area to ensure a welcoming and supporting atmosphere
- Manage internship and work study assistant schedules and tasks
- Recruit, interview, train and supervise new interns each quarter
- 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 a nonprofit organization, international education, or higher-education role
- Excellent interpersonal skills, including 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
- Experience managing volunteers, event planning (including large-scale events), group facilitation, public speaking, and program administration all desirable
- Familiarity with Seattle and the Pacific Northwest; familiarity with UW preferred
- Computer proficiency required in Microsoft Office, Salesforce experience preferred
- Some knowledge or experience in Canva, Squarespace, email newsletter software
- 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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