



Work Study Position Description

Activities and Events Assistant Foundation for International Understanding Through Students (FIUTS)

Job Location: 909 NE 43rd St Ste 210 Seattle, WA 98105

Pay Rate: \$20/hr

Employment Period Summer, Academic Year

Hours Per Week: Academic Year: Part time; Summer: Part time or full time

Contact Supervisor Era Schrepfer

Phone Number (206) 437-8056

Email Address era@fiuts.org

Website www.fiuts.org

Nature of Organization: **FIUTS** (The Foundation for International Understanding Through Students) advances international understanding through cross-cultural experiences, student leadership, and community connections. Founded in 1948, FIUTS promotes engagement between international students, U.S. students, and members of the Puget Sound community, building bonds of friendship that extend beyond borders and stereotypes and inspires a new generation of global leaders.

Nature of Position: The Activities and Events Assistant supports FIUTS events and activities programs by providing support for student leaders and participants, coordinating event logistics, organizing supplies and materials, and promoting FIUTS initiatives. This role involves direct interaction with students and visitors, handling transactions, and supporting the execution of our annual calendar of more than 100 events and activities.

Duties and Responsibilities

- **Student Support:** Greet students and other visitors to the FIUTS office, answering phone, email, and in-person inquiries about upcoming programs.
- **Event Planning:** Work with the staff team to propose unique experiences to engage students as they explore our community together; communicate with vendors and locations to prepare for events, manage reservations and payments to vendors.
- **Promotion:** Promote FIUTS programs, mission, and current events through word of mouth and social media.
- **Leadership Support:** Help to prepare documentation about events and programs for student leaders; lead local excursions as needed, helping to reinforce FIUTS norms and values with participants and leaders.
- **Group Leadership:** Work with other staff to lead weekly Conversation Groups as needed.

- **Communications:** Support the production of the FIUTS Weekly E-news, communicating with more than 10,000 students, staff, and alumni.
- **Event Supplies and Materials:** Organize program supplies, prepare signage and event supplies and materials. Help to maintain a clean and organized office environment.
- **Collaboration:** Collaborate with staff, interns, and office volunteers to maintain clear procedures and policies for FIUTS activities.
- **Data Entry:** Perform basic data entry in the Salesforce database.
- **General Support:** Provide general office and event support for small and large-scale community events.
- **Team Participation:** Serve as a member of a small staff team in a busy office environment.
- **Other Duties:** Perform other duties as needed.

Minimum Qualifications

- Interest in event planning, cross-cultural programs, and education
- Strong customer service and communication skills
- Ability to keep track of details and handle cash and credit card transactions accurately
- Experience with social media and basic promotional activities
- Strong attention to detail and organizational skills
- Ability to balance multiple priorities and work with minimal supervision
- Able to work effectively both independently and as part of a small team

Educational Benefits: This position offers candidates an opportunity to gain concrete experience in a busy nonprofit office setting and to develop comprehensive skills in event management, program coordination, communications, and customer service. Work study employees at FIUTS also have opportunities to learn and practice other nonprofit professional skills, including planning, fundraising, communications, and technology.

How to Apply: Please send your resume and cover letter via email to era@fiuts.org. Preference will be given to candidates with the potential to stay for one year or more, but feel free to apply even if this is not true for you.