



Work Study Position Description

Marketing & Social Media Assistant
Foundation for International Understanding Through Students (FIUTS)
Job Number: 75FIUT03

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

Nature of Position: The Marketing and Social Media Assistant supports our staff in developing and implementing marketing strategies to promote FIUTS programs and initiatives. This role involves creating content, contributing to social media accounts, designing signage and event materials, and supporting overall marketing efforts of FIUTS.

Duties and Responsibilities

- **Content Creation:** Develop engaging content for FIUTS' social media platforms, website, and other marketing channels. This includes writing posts, creating graphics, and producing videos.
- **Social Media Management:** Manage and monitor FIUTS' social media accounts (e.g., Facebook, Twitter, Instagram, LinkedIn). Schedule posts, respond to comments, and track analytics to measure the effectiveness of campaigns.
- **Campaign Support:** Assist in the planning and execution of marketing campaigns, including email marketing, social media advertising, and promotional events.
- **Website Maintenance:** Help update and maintain the FIUTS website, ensuring content is current and accurate.

- **Design:** Create event flyers, digital assets, promotional posters, and other materials to promote events and direct attendees to programs. Ensure design continuity using FIUTS branding standards.
- **General Office Support:** Provide general office support as needed. Assist with administrative tasks and special projects assigned by other staff members.

Minimum Qualifications

- Interest in marketing, communications, and social media
- Experience with social media platforms and content creation tools (e.g., Canva, Adobe Creative Suite)
- Strong written and verbal communication skills
- Creativity and ability to generate engaging content
- Ability to balance multiple priorities and work with minimal supervision
- Strong attention to detail and organizational skills
- 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 nonprofit marketing and social media management. Work study employees at FIUTS also have opportunities to learn and practice other nonprofit professional skills, including planning, communications, and community engagement.

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.