Work Study Position Description
Foundation for International Understanding Through Students (FIUTS)

Job Title: Community Programs Assistant

Job Location: UW HUB
Pay Rate: $14.00
Employment Period: Summer, Academic Year
Hours Per Week: 40 hrs/wk, 19 hrs/wk

Contact Supervisor: Era Schrepfer
Phone Number: 206-543-0736
Email Address: era@fiuts.org
Website: www.fiuts.org

Nature of Organization
The Foundation for International Understanding Through Students (FIUTS) connects university students with local and global communities through programs that build international awareness, cross cultural communications, and informed leadership. Founded in 1948, FIUTS has been promoting engagement between international students and members of our community, building bonds of friendship that extend beyond borders and stereotypes and inspire a new generation of leaders.

Nature of Position
Connecting UW international students with the community is a central part of the FIUTS mission. The Community Programs Assistant supports the Manager of Community Programs in production of the FIUTS Homestay program and other programs that build bridges between UW students and members of the local community.

Duties and Responsibilities
Duties include:

- Assist with planning, preparation and promotion for community events and programs geared towards recruiting new homestay host families
- Research and secure print and online marketing to recruit volunteer homestay hosts
- Staff host family recruitment events
- Correspond with new students via email and phone to answer questions and prepare them for the homestay experience
- Process and track student homestay application forms
- Perform basic research and data entry in Salesforce database
- Provide general office and event support for small and large-scale community events
- Attend community events on behalf of FIUTS to promote the Homestay Program
- Serve as a member of a small staff team in a busy office environment
- Other duties as needed

Minimum Qualifications
- Interest in cross cultural programs and education.
- Experience in outreach, marketing, sales, fundraising, or other community relations.
- Experience developing or creating promotional materials.
- Comfort communicating with a variety of constituents in different settings.
- Ability to balance multiple priorities and work with minimum supervision.
- Demonstrated public speaking ability.
- Able to work effectively both independently and as a part of a small team.
- Able to work occasional evening and weekend hours as needed.
- **Must have a valid WA State Driver’s License**

Educational Benefits
This position offers candidates an opportunity to do creative and impactful work in an education setting outside of the classroom, and to gain concrete experience in a nonprofit office setting. In addition to stated duties, work study employees at FIUTS have opportunities to learn and practice other nonprofit professional skills as well, including planning, fundraising, communications, social media, etc.

How to Apply
Please send a resume and cover letter to Era Schrepfer, Executive Director at era@fiuts.org. Please indicate expected graduation date and your availability for summer full time employment. Preference will be given to candidates with the potential to stay for one year or more.