Job Location: UW HUB
Pay Rate: $14.00
Employment Period: Summer, Academic Year
Hours Per Week: 40 hrs/wk - Summer, possibility of academic year

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. Education Programs bring the world to Seattle Classrooms through innovative programs that connect UW students with local elementary schools for intercultural and intergenerational exchange. The FIUTS Education Programs Assistant supports our education team in delivering programs that connect UW international and returned study-abroad students with children in local schools. In addition, this position supports summer visiting programs, working with middle and high-school students from the US and countries around the world.

Duties and Responsibilities
Duties Include:
- Recruit and coordinate UW student volunteers to interact with children in a variety of K-12 programs
- Support students as they develop age-appropriate global education activities and materials appropriate for classrooms.
- Serve as point of contact for classroom teachers as necessary.
- Design and deliver educational workshops and trainings to UW student volunteers to prepare them for the in-classroom experience.
- Develop promotional materials, fact sheets, brochures and program documents.
- Attend events and meetings to promote FIUTS educational outreach programs.
- Support school field trips to FIUTS CulturalFest in February and other major events.
- Work as part of the summer programs team, welcoming individual and group participants to the UW campus over the summer for English language, global leadership, and civic engagement programs (summer only).
- Assist other staff members with projects as assigned.

**Minimum Qualifications**
- Interest in cross cultural programs and education.
- Experience working with elementary aged students, preferably in a classroom setting.
- Experience developing or delivering curriculum to elementary aged students.
- Comfort coordinating and training college age volunteers.
- 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. Preference will be given to candidates with the potential to stay for one year.