Position Announcement: Summer Youth Programs Assistant  
(temporary contract, July 5 – August 31)

Organizational Background  
The Foundation for International Understanding Through Students (FIUTS) is the Puget Sound region’s leading organization promoting engagement between international students and members of our community. Founded in 1948, FIUTS builds bonds of friendship that extend beyond borders and stereotypes and inspire a new generation of leaders.

Summer 2018 Visiting Programs  
The Youth Entrepreneurship Program (YEP) with Latvia and Lithuania runs from July 12-19. This program includes ten high school students (ages 15-18) and four adults, all of whom have been part of a year-long entrepreneurship program in Latvia and Lithuania. This program offers opportunities for participants to see U.S. entrepreneurship in action through site visits, workshops, and volunteer projects. They stay with host families for a portion of their time in Seattle. FIUTS produces this program in partnership with the U.S. Embassy Riga.

The FIUTS Seattle Language and Culture Institute (SLCI) runs from July 21-August 4. This program will welcome approximately 20 middle and high school students (ages 13-17) from the U.S. and around the world to Seattle for two weeks. English language students spend each morning in an interactive English class focused on speaking and listening skills. Global Leadership course participants spend each morning in workshops focused on cultural competency, global awareness, and leadership development. In the afternoons, FIUTS staff and volunteers lead the whole group on guided trips to locations around the Seattle area for fun and educational excursions.

The Youth Ambassador Program (YAP) with the Caribbean runs from August 13-24. This program brings 13 high school students (ages 15-17) and two adult mentors from various countries in the Caribbean to Seattle. The program focuses on youth engagement and social transformation, and prepares participants to plan and implement community projects when they return to their home countries. This program is produced by FIUTS through a contract with World Learning.

About the role  
The Program Assistant will support the FIUTS Manager of Education Programs and the Education Programs Coordinator with the execution and management of the three programs described above. The position is temporary and is contracted from July 5-August 31 for approximately 225 hours of work on the University of Washington campus and at locations around the city. The SLCI portion of the program requires overnight stay in the University of Washington residence hall with participants from July 21-26 and July 29-August 4 (11 nights), and an overnight retreat near Mt. Rainier from July 26-27.

Duties include:
• Support preparations for group arrival
• Participate in airport pick-up and orientation activities
• Lead daily social and cultural activities in collaboration with other staff
• Ensure safety of all participants during daily activities
• Monitor participants’ well-being, safety, and overall comfort during the program
• Provide opportunities and support for cross-cultural communication and learning
• Answer participants’ questions about language and culture
• Provide opportunities and support for leadership development throughout the program for all participants
• Provide casual mentorship to participants and encourage daily reflection
• Recognize and mediate interpersonal and group conflicts
• Provide supervision for SLCI students staying in the residence halls and contact FIUTS staff in the event of any issues during overnight stays.

The ideal candidate will have the following qualifications:
• Experience working with middle and high school students
• Demonstrated interest in making connections with international visitors
• Patience with English language learners and cultural differences
• Familiarity with Seattle area and use of public transportation
• Familiarity with Microsoft Office (pre-program and post-program tasks will involve some basic office work)
• Must have valid WA State Driver’s License
• Must have at least two years of driving experience as a licensed driver and be comfortable driving a minivan
• Must be over 18 years of age and be a U.S. citizen
• Available to work flexible hours, including some evenings and weekends, during program dates (between July 12-August 24)

Compensation
The person in this role will receive a $3500 stipend as compensation. All meals, transportation and activities during working hours are paid for.

How to apply
To apply, send a resume and cover letter (PDFs only) to Ellen Frierson, Manager of Education Programs, at ellen@fiuts.org. More information about FIUTS can be found at www.fiuts.org and details about visiting programs can be found at www.fiuts.org/programs/shorttermprograms. The application deadline is June 1, 2018.