



Work Study Position Description
Database and Community Programs Assistant

Foundation for International Understanding Through Students (FIUTS)
Job Number: 75FIUT03

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

Pay Rate \$18/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 Database and Community Programs Assistant supports our staff to ensure the accuracy and accessibility of the FIUTS Salesforce Database and supports outreach and programs that connect community members with students.

Duties and Responsibilities

- **Enter and Manage Data:** Ensure that information is accurately entered in the system and follow proper procedures for formatting and securing data. Work to maintain data integrity while making changes.
- **Prepare Reports and Documentation:** Work with staff to identify reporting needs and create custom reports to perform regular and one-time reporting requirements. Prepare mailing lists or other requested reports.

- **Support Community Programs as Needed:** Partner with staff on campaigns that recruit student participants and hosts for the FIUTS Friendship Connection and Homestay Programs. Promote programs in collaboration with other staff and on and off-campus promotional campaigns.
- Attend events and meetings as a representative of FIUTS.
- Provide data entry and general office support.
- Serve as a member of the FIUTS staff at the front desk and during programs and events.
- Assist other staff members with projects as assigned.

Minimum Qualifications

- Interest in cross cultural programs and education
- Education/experience with databases (Salesforce or similar database systems)
- Strong attention to detail and ability to focus in a busy nonprofit setting
- Creativity and problem-solving skills
- Curious about nonprofit organization management
- Ability to balance multiple priorities and work with minimum supervision
- Able to work effectively both independently and as a part of a small team

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 fill out the form at airtable.com/shrqUyTc1Ctm. Resume and cover letter will be required. 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.