



**Work Study Position Description
EDUCATION PROGRAMS ASSISTANT**

Foundation for International Understanding Through Students (FIUTS)

Job Number: 75FIUT01

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

FIUTS Education Programs bring the world to Seattle through innovative programs that welcome visiting groups from around the world and connect international students from local universities with teachers and classrooms for cultural exchange experiences. **The FIUTS Education Programs Assistant** supports our education team in delivering these impactful education programs.

Duties and Responsibilities

Duties Include:

- Work as part of the visiting programs team, welcoming individual and group participants to the UW campus for cultural exchange, English language, global leadership, and civic engagement programs.

- Facilitate conversation groups focused on English language and cultural dialogue for students and others.
- Recruit and coordinate student volunteers.
- Lead group excursions to site visits and events.
- Develop promotional materials, fact sheets, brochures and program documents, as well as social media posts and other communications.
- 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.

Desired Qualifications

- Interest in cross cultural programs and education.
- Comfort coordinating and training college age volunteers.
- Ability to balance multiple priorities and work with minimum supervision.
- Experience developing or delivering curriculum for elementary aged students.
- Demonstrated public speaking and group facilitation 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.

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/shrqUyTcp20zc1Ctm. 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.