



Work Study Position Description Activities & Event Assistant

Foundation for International Understanding Through Students (FIUTS)

Job Number: 75FIUT04

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

More than 4,000 students participated in FIUTS activities last year, building friendships with people from around the world. The FIUTS **Activities & Event Assistant** plays a key role in the development and delivery of programs that help students connect to each other and explore our region with a global community.

Duties and Responsibilities

Duties include:

- Provide support to the FIUTS events and activities program by greeting student and other visitors to the FIUTS office and answering phone, email, and in-person inquiries about upcoming programs.
- Handle ticket sales and sign up transactions, handling cash and credit card processing as well as data entry.

- Promote FIUTS programs, mission, and current events through word of mouth and social media.
- Work with other staff to lead weekly English Conversation Group or Culture Conversation Group
- Support the production of the FIUTS Weekly E-news, communicating with more than 10,000 students, staff, and alumni.
- Prepare signage and event materials.
- Collaborate with staff, interns, and office volunteers to maintain clear procedures and policies for FIUTS activities.
- Perform basic data entry in Salesforce database
- Provide general office and event support for small and large-scale community events
- Serve as a member of a small staff team in a busy office environment
- Other duties as needed

Minimum Qualifications

- Interest in social justice, international relations, cross cultural programs, and education.
- Experience holding space for challenging conversations, listening, and managing group dialogue.
- 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.

Educational Benefits

This position offers candidates an opportunity to gain concrete experience facilitating group dialogue, planning and executing events, and leading in a cross-cultural setting. In addition to specific job duties, work study employees at FIUTS have opportunities to learn and practice other nonprofit professional skills, 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.