



Job Description

Job Title: Manager of International Visitor Program

Reports To: Executive Director

Description of Position: The Colorado Springs World Affairs council seeks a part-time Program Manager for our International Leadership Visitor Program (IVLP), which is one key local program element of Colorado Springs World Affairs Council. This candidate will work in tandem with the Committee for International Visitors (CIV) and its volunteer Program Officers. This candidate will be responsible for program administration, cultivating development and community outreach opportunities, and will design and implement programs for sponsored IVLP visitors in furtherance of organizational goals.

This is a part-time position of 20 hours per week. Application deadline is January 25, 2019.

Essential Duties and Responsibilities:

- In concert with the Committee for International Visitors, organize appropriate professional and cultural programming for international visitors coming to Colorado Springs through US Government, private or corporate sponsorship.
- Maintain close working relationships with Global Ties US, National Program Agencies, the State Department and other sponsors.
- Maintain close working relationship with Executive Director and CIV.
- Recruit, train and manage volunteers, interns and contractors to expand resources available to the program.
- Seek ways to broaden the reach, scope and impact of Colorado Springs World Affairs Council in the Pikes Peak Region through international visitor programming.
- In concert with Executive Director, manage the Global Ties grant application process and assure compliance with government reporting requirements.
- Create, maintain and utilize relevant databases.
- Produce quarterly IVLP newsletter.
- Assist in the development and distribution of promotional materials, including web page (WordPress), social media updates (Facebook, Twitter, and LinkedIn), and press releases.
- Cultivate a network of volunteer and professional contacts to provide international connections to our local community. Research and develop resources and community outreach for new programs.
- With Executive Director, procure and monitor contracts for hotel and transportation services.
- Stay informed about upcoming regional events and program topic trends, new national organization priorities, understand new policies and procedures for exchanges, and



participate in national networking opportunities (includes travel 1 to 2 times per year to domestic locations).

- Coordinate and set-up home hospitality for the International Visitor Leadership Program.
- Organize and maintain files of IVLP correspondence and other records.
- Comply with applicable all Colorado Springs World Affairs Council policies and procedures.

Education/Experience:

Bachelor's degree (Master's preferred) from an accredited four-year college or university and a minimum of 3 years related experience in program management, development, cross-cultural communication and volunteer management. International experience or residence abroad helpful.

Skills and Attributes Required:

- Ability to interact with distinguished international visitors with poise and cultural competence.
- Excellent interpersonal and communication skills, both oral and written, including the ability to read and interpret documents such as concept papers, policy and procedure manuals and write routine reports and correspondence.
- Familiarity with grant writing and grant proposal procedures.
- Experience managing interns and volunteers.
- Creativity, initiative, strategic thinking, maturity and excellent problem solving skills.
- Broad understanding of topics and issues in fields such as government, politics, economics, business, social services, arts and education.
- Computer Skills: Microsoft Office to include intermediate knowledge of Excel, Word, PowerPoint, and databases.
- Basic understanding of financial and administrative practices.
- Attention to detail.