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Position Description
Membership and Program Coordinator,
Colorado Springs World Affairs Council (CSWAC)
[Part-Time]

Type of Position: Part-time (20 hours per week)

Reports to: Executive Director, with dotted line reporting to Program Manager

Hours: Exact regularly scheduled hours can be negotiated with supervisor

Salary: \$15-\$17 DOE

Mission: We are a nonpartisan forum for education and engagement on world affairs.

Who We Are: Founded in 1979, the Colorado Springs World Affairs Council is a non-partisan, not-for-profit, educational organization.

Our purpose is to help prepare this and the next generation to be more informed citizens of a global power and more effective participants in a global marketplace.

Our guiding principle is that an informed and engaged citizenry must be the foundation for shaping policy in a free society. This is especially true in the domain of foreign policy, where global issues are increasingly complex and international relationships are increasingly interdependent.

The Colorado Springs World Affairs Council is a member of the [World Affairs Councils of America](#), a national network of over 90 autonomous councils across the United States, and [Global Ties US](#), a national network of nearly 100 community based members across the United States.

Position: The Membership and Program Coordinator serves as a part-time facilitator for administrative operations, events, communications, and programs for the Colorado Springs World Affairs Council. The Membership and Program Coordinator contributes to the enhancement of the Council's profile and mission by coordinating active and visible community programming and by working closely with other professional, civic, and private organizations

1. Responsible for effective administration of Council operations.
2. Responsible for timely and relevant communication to both membership and community.
3. Assists with program implementation
4. Works effectively with CSWAC's committees and qualified volunteers.

General Responsibilities

Communication (50% of workload)

- Ensure effective marketing of Council programs to members, the media, partner organizations, and the general public.
- Maintain and update the Council website.
- Update social media and newsletter post requests from staff in a timely manner
- Draft and post social media posts and language necessary
- Maintain a consistent and timely flow of social media posts throughout the week

A Member of the World Affairs Councils of America Serving the Pikes Peak Region

- Draft and send weekly newsletters
- Boost appropriate ads and customize the audience for maximum outreach potential
- Regularly update any required communication and communications analytic reports
- Implement strategies to expand engagement and followers on all platforms
- Submit upcoming events to community calendars regularly
- Oversee webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly
- Maintain communications with the print and broadcast community to secure media coverage and online community calendar presence.

Membership (20% of workload)

- Maintain and update Membership Database, with reports to Executive Director, including issuance of invoices for dues and programs, as required, and any necessary follow up.
- Work with Membership Committee to facilitate committee's membership retention and recruitment activities
- Maintain regular communication with Council members to ensure they are familiar with the benefits of membership.

Program (20% of workload)

- Assist in coordinating program logistics, including transportation, lodging, food, and venues associated with Council programs and hosting of Council guests in the city.
- Create virtual lectures & dialogue events
- Assist in hosting in-person and virtual events, including but not limited to International Visitor Leadership Program (IVLP), Speaker Series programs, Membership Programs, K-12 programs and any other functions to ensure that the goals of the events are being met – including:
 - Identify and secure keynotes, facilitators, guest lecturers, and guest speakers
 - Coordinate with vendors, exhibitors, and stakeholders
 - Manage event set up, teardowns, and follow-ups
 - Conduct outreach for event attendance – see marketing and outreach responsibilities
 - Track program analytic reports and update regularly
 - Identify partnering organizations to host complimentary events to the main event
 - Secure all virtual events logistics
 - Recruit and manage any volunteers for events

Administration (10% of workload)

- Manage the daily administrative duties of the Council, including responding to general email and telephone communication.
- Assist with reports, correspondence, general research, and other administrative projects as needed

- Data entry and reporting
- Represent the organization in a variety of professional settings as needed

Position Qualifications:

- Four-year degree in related field or equivalent experience
- Minimum of two years of professional experience in a similar field desirable
- Self-starter; able to work with little supervision
- Strong writing/editing and verbal communication skills
- High level of computer proficiency
- Ability to analyze and think critically, resourceful
- Personal integrity and discretion
- Adheres to the highest standards of protocol, business etiquette, and diplomacy in all interactions and communications with constituents
- Able to deliver on tasks and to-do list quickly and accurately
- Impeccable attention to detail
- Basic familiarity with Facebook, Twitter, LinkedIn and YouTube- including analytics of these platforms - is necessary
- Familiarity with Mailchimp, WordPress and Google for Nonprofits beneficial, but not required
- Able to work at a fast pace with energy and enthusiasm
- Willing to learn new skills and improve through feedback
- Demonstrates a commitment to teamwork
- Able to manage projects simultaneously while being highly organized
- Has a positive and outgoing attitude
- Access to reliable transportation
- Access to reliable internet

Terms:

- This position is a part-time position, anticipated to be on a 50 percent basis.
- Compensation will be commensurate with experience and other qualifications.
- Desired start date is January 1-15, 2021, or as soon as possible thereafter.
- Email resumes to info@csworldaffairs.org or mail to PO Box 608, Colorado Springs, CO 80901.