

Employment opportunity: Education & Exchange Fellow

WorldDenver is a growing non-profit community organization that promotes a deep understanding of global affairs and cultures in the Denver metropolitan area. Recently, WorldDenver became the new home of the World Affairs Challenge, an education and mentorship program that reaches hundreds of students in Colorado and around the world and encourages them to be more engaged global citizens.

We are seeking an Education & Exchange Fellow who will report to the Director of Programs, supporting WorldDenver's international exchange and education programs. This position is funded for one year; subsequent funding for the position is dependent upon the success of the incumbent and the organization in growing and sustaining the programs that are supported by the position.

This position requires in-person work at the WorldDenver office in Denver, Colorado, with occasional flexibility for remote work.

Essential Duties and Responsibilities:

World Affairs Challenge (50%): Research and connect with potential partners. Optimize and manage technology usage (Google Classroom, Zoom, Google Forms, Google Docs/Sheets, audio/video recording, etc.) for the program. Collaboratively work to design, plan, organize, and execute an annual "championship" event, including schedule, logistics, site mapping, technical arrangements, and volunteer management. Draft program communications and messaging, liaising with WorldDenver's communications team to publicize the program. Assist with logistics and participant meetings, gather and submit program photos, gather and review impact stories, and oversee evaluation efforts.

Grant Writing (25%): Research, write, and submit grant proposals to obtain funding support from foundations and corporate funders. Research potential funders and contact foundation staff to identify grant timelines and requirements. Report on grant-writing activity. Develop, compile, and update grant templates, attachments, program statistics, materials and frequently used grants language and program profiles. Track grant records, proposals, and report status, organizational documents, and data.

Support International Exchange Programs (25%): Manage WorldDinner (home hospitality) program, liaise with hotel and transportation vendors, and track commission payments. Assist with preparations, logistics, and administrative closing for a variety of international exchange programs. Draft and post social media items featuring WorldDenver's international exchange programs and community resources involved in them. May also arrange occasional international visitor exchange programs as a backup to the Program Coordinators.

The successful applicant must demonstrate commitment to WorldDenver's international mission, strong interpersonal and organizational skills, and flexibility. Must be able to plan and implement multiple projects simultaneously while maintaining a satisfactory work product; complete assignments accurately and with attention to detail; effectively use workplace technology tools, including the Microsoft Office Suite, Google Suite applications, Zoom, and databases; communicate and interact professionally with members, community resources, and the general public; exercise sound judgment in making decisions; work successfully as a member of a team and independently with moderate supervision; and use verbal and written communication skills to build strong external relationships.

Bachelor's degree and prior experience with event planning, grant writing and management, and/or international exchange programs preferred but not required. This is a full-time position available starting in January/February. The incumbent may be eligible for promotion into a management position depending on program requirements and growth. WorldDenver may consider upgrading this position to a Program Manager (with commensurate salary increase) for a candidate with significant and relevant professional experience.

WorldDenver offers health, vision, and dental insurance, a 401(k) plan, a stipend for personal mobile phone use, a professional development allowance, and generous leave policies. This position is also eligible for an annual performance-based bonus. To apply, please send a cover letter and resume along with three references to Careers@WorldDenver.org by January 16, 2021. Interviews will be conducted on a rolling basis, and a candidate may be selected prior to the position closing.

Salary range: \$42,000 - \$46,000