



WorldDenver is a non-profit community organization that promotes a greater understanding of world affairs and cultures. Since its founding in 2012, WorldDenver has implemented hundreds of unique programs that connect Coloradans with experts, leaders, and ideas from all over the world. The International Visitor Leadership Program (IVLP), U.S. Department of State's premier professional exchange program, provides current and emerging foreign leaders in a variety of fields with an opportunity to experience the U.S. firsthand and cultivate lasting relationships with their American counterparts. Each year, WorldDenver hosts more than 500 IVLP participants in our city. Visitors come to Denver to meet entrepreneurs, engineers, teachers, and local leaders to better empower themselves and their communities. Denverites and international visitors are able to connect and share ideas through these professional meetings, cultural activities, and dinners hosted by community members.

Position: Program Coordinator, International Visitor Leadership Program

Reports To: Director of Operations

Overview: This position coordinates all aspects of WorldDenver's International Visitor Leadership Program (IVLP) for sponsored international visitors, including proposal writing, program planning, implementation, contact database management, and administration.

Essential Duties and Responsibilities:

Program Planning and Implementation

- Organize appropriate professional and cultural programming for international visitors coming to Denver for exchange programs or participating in a virtual exchange. Arrange meetings with community resources and subject matter experts related to program themes.
- Maintain close working relationships with Global Ties US, National Program Agencies, the State Department and other sponsors.
- On behalf of WorldDenver, cultivate a network of volunteer and professional contacts to provide international connections to communities in Colorado. Research and develop resources and community outreach for new programs.
- Organize and maintain files of programming correspondence and other records.

Proposal Writing and Administration

- Seek ways to broaden the reach, scope and impact of WorldDenver in the Rocky Mountain region through international visitor programming.
- Maintain and utilize relevant databases (IVRC & NeonCRM).



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- Comply with applicable contract and sponsor requirements and follow all WorldDenver policies and procedures.
- Train and manage volunteers/interns to assist with IVLP proposals and programs.

Other Responsibilities Essential to the Position

- Stay informed about upcoming regional events and program topic trends, understand new policies and procedures for exchanges, and participate in national networking opportunities (includes travel 1 to 2 times per year to domestic locations).
- Assist in the development and distribution of promotional materials, including web pages, press releases, brochures, and social media updates.
- Assist with evening events and fundraisers, as needed.

Education/Experience:

Bachelor's degree from an accredited four-year college or university and experience with cross-cultural communications required. Experience coordinating IVLP projects preferred.

Skills and Attributes:

- Excellent interpersonal and communication skills, both oral and written, including the ability to read and interpret documents such as policy and procedure manuals and concept papers, and the ability to write routine reports and persuasive proposals and meeting requests.
- 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, including intermediate knowledge of Excel, Word, PowerPoint, and databases; Google Suite applications, including Gmail, Calendar, Meet, Drive, Docs, and Sheets; and virtual meeting platforms, including Zoom and GoToWebinar
- Exceptional attention to detail, strong organizational skills, and ability to manage multiple, overlapping administrative tasks with a high degree of accuracy.
- Willingness to be on call to handle occasional issues and concerns that arise after hours (evenings and weekends) required.
- Ability to handle difficult or stressful situations with professional composure.
- Passion for WorldDenver's mission and a desire to make a positive impact through citizen diplomacy.

Benefits: This is an exempt, full-time position with an annual salary of \$36,000-40,000, health/vision/dental insurance, monthly phone allowance, and generous leave.

Application Process: To apply, please send a resume, cover letter, and list of references to apply@worlddenver.org. WorldDenver will accept applications and schedule interviews on a rolling basis until November 29, 2020.