



Program Coordinator

Organization Name: Vermont Council on World Affairs

Location: Burlington, VT

Position Type: Full Time

Contact Info: careers@vcwa.org

Brief overview of the Vermont Council on World Affairs: For nearly 70 years and through a changing world, the Vermont Council on World Affairs (VCWA) has worked to promote awareness and understanding of world affairs among Vermonters through educational programs, presentations, and hosting delegates from around the world. As an integral part of its mission, the Vermont Council on World Affairs arranges itineraries and provides services to international visitors sponsored by the United States Department of State and other agencies. Learn more at www.vcwa.org.

Position Summary: The Program Coordinator will manage the successful coordination and implementation of our exchanges, including the International Visitor Leadership Program (IVLP), custom programs, fee for service programs, and youth programs. This entails developing and managing program budgets, recruiting participants, speakers, and home hosts, contracting with vendors, and overseeing the planning, implementation, and reporting of programs. Duties also entail tracking project expenditures, maintaining database records, and creating updates for social media accounts. This position requires experience in setting strategic vision, leading detailed implementation plans, ensuring quality programming, allocating resources, prioritizing work, ensuring deadlines are met, and communicating effectively in a collaborative environment.

Under supervision of the President & CEO, this position is responsible for participant support, administrative, logistical, and financial arrangements of exchange programs. The position requires the ability to work independently under the supervision of the President & CEO, Board of Directors, and co-operatively with these and other individuals associated with the council. This position requires strong interpersonal skills, strong verbal and written communication skills, computer proficiency, strong organizational skills, ability to manage multiple projects

simultaneously, strategic thinking skills, marketing and promotional skills, the ability to contribute ideas, and the ability to get timely, effective results.

Reports to: VCWA President & CEO

Work environment: VCWA staff work in a fast-paced, dynamic environment and need to be highly efficient, flexible, professional, diplomatic, proactive, resourceful problem solvers, who can work well independently and as part of a team. This is a full-time, in-person position that will be based out of our office in Burlington, Vermont. We seek experienced, well-developed communication and interpersonal skills, an interest in international affairs, and cross-cultural competency.

Duties:

- Support the exchanges team in developing exchange programs as needed
- Secure exchange groups at the appropriate funding level through written proposals
- Support grant reporting requirements for exchange groups
- Monitor and promote project impacts for communications, social media, and reporting
- Support partner communications
- Prepare welcome and closing materials for exchange programs
- Interact with international visitors and accompany them to meetings and cultural activities throughout the state
- Maintain a current database of community resources and host families in Salesforce
- Assist in arranging and troubleshooting program logistics, accommodations, ground transportation, resource meetings, cultural events, and group enhancements while staying within budget limits
- Identify and research organizations, companies, and government agencies statewide that relate to a diverse spectrum of exchange programs
- Provide weekly status updates to VCWA staff
- Other duties as assigned
- Attendance and participation in occasional evening and weekend events is required
- Draft and post marketing communications, including but not limited to email newsletters, Instagram, Facebook, LinkedIn, and Twitter posts
- Support fundraising efforts through donor relations, research, and data collection and tracking
- Support VCWA membership through communications, data tracking, and outreach

Desired Qualifications:

- Minimum of a Bachelor's Degree in Business Administration, Public Administration, International Relations, Global Studies, International Development or similar academic background or equivalent work experience
- The ability to work on a variety of projects at once and meet multiple deadlines simultaneously
- Non-profit organization experience

- Basic knowledge of a broad range of Vermont's major companies, organizations, and non-profits
- Strong written and oral communication skills and attention to detail
- Experience in creating and managing budgets
- Cultural awareness and knowledge of international issues
- Excellent problem-solving skills, organizational abilities, and inter-personal skills
- Experience in Microsoft Office suite, Salesforce, Constant Contact, Squarespace, ZOOM, and/or other online collaboration tools and databases is helpful
- High degree of organization and attention to detail, time management, collaboration, and professionalism
- Demonstrated effective oral and written communication in English including the ability to communicate in a cross-cultural setting
- Readiness to resolve issues outside of official work hours during emergency situations;
- Poise, flexibility, discretion, and mature judgment to respond professionally in a fast-paced and sometimes high-pressure environment
- Work with a high degree of independence; confer with supervisor on complex issues
- Ability to prioritize effectively and address competing demands in order to meet set deadlines

Preferred:

- Experience with U.S. State Department professional exchange programs administration
- Experience in study abroad or working/living overseas preferred
- Foreign language proficiency is a plus
- Demonstrated success in international program management
- Experience designing and managing virtual programs and events
- Nonprofit event management experience
- Experience working with federal agencies and familiarity with federal grant requirements and processes (Department of State, Department of Defense, Library of Congress, USAID)
- Effective public speaking and presentation skills

To apply, please email resume and cover letter to: careers@vcwa.org