



**POSITION DESCRIPTION: Youth Diplomat Education Fellowship**  
*(Part-time contract: 10 Month student fellowship)*

**WHAT THIS IS:** A unique opportunity to facilitate student interactions via the Global Ties KC Youth Diplomat Institute. Fellows will assist with monthly Youth Diplomat Institute sessions and will be assigned to work primarily with a virtual or in-person cohort. Additional duties will include recruitment and program expansion over the 2023-2024 school year.

**WHO WE ARE:** Global Ties KC is a non-profit organization whose purpose is to improve global understanding and achieve peace through exchange programs between international visitors and citizens in our communities. Global Ties KC promotes citizen diplomacy by person-to-person contacts to help shape United States foreign relations "one handshake at a time." We bring over 400 delegates to KC each year, including business, non-profit, and government leaders from over 120 countries.

The Youth Diplomats program is an essential part of Global Ties KC's youth portfolio. Cohorts of up to 30 students take part in a 9-month experiential learning program one Saturday a month for a 3-4 hour window from September-May each year. The program takes place under a hybrid model, with some students in-person, and others participating virtually.

**Position Title:** Global Ties KC Youth Diplomats Education Fellow

**Type of Position:** Part time: Approx. 25 hours a month  
\*Must be able to attend all sessions (dates below)  
9:00 am- 2:30 pm

September 30, 2023  
October 14, 2023  
November 18, 2023  
December 16, 2023  
January 20, 2024  
February 17, 2024  
April 20, 2024  
May 25, 2024

**Start Date:** August 2023

**End Date:** June 2024

**Compensation:** \$1,500 stipend a semester  
Additional compensation may be negotiated for travel, technology and additional projects

**Responsibilities and position overview:**

- Fellows will plan for eight sessions (including speaker outreach and confirmation, PowerPoint and support documents, run of show, tech management and facilitation) following Global Ties KC Youth Diplomat Institute Curriculum
- Fellows will attend and support each session- a mix of in-person and virtual components

- Correspond with students for attendance, session follow-up, and to provide them with information on additional optional program activities
- Track attendance and maintain participant records
- Plan supplemental volunteer activities for the cohort throughout the year
- Arrange outside mentorship opportunities for individual student participants, and read and edit student resumes as requested, serving as a support person for student growth and education
- Work with Global Ties KC team on social media related to youth diplomats, organizing Instagram takeovers, storytelling initiatives, and video content related to the program
- Write and send thank you notes (emails, and written notes) after each session and work with students to send thank you notes and advocacy cards
- Develop recruitment, publicity, and outreach materials for Youth Diplomat in collaboration with the rest of the Global Ties KC team
- Throughout the year, send press releases out related to your cohort
- Duties will include outreach and relationship building with schools, nonprofits, and civil society organizations with an interest in youth education across the states of both Kansas and Missouri, with responsibilities related to recruitment of the 2023-2024 cohorts throughout the spring semester
- Maintain regular communication with Youth Diplomat participants regarding upcoming meetings and events, and opportunities to participate in Global Ties KC and supplemental programming, via emails, Slack, and social media channels
- Manage all program files, data, and program documentation in a systemic, organized fashion
- Assist students with Community action plans and strategies for engaging their local communities (monitoring real world learning project progress)
- Take part in 8 hour on-boarding training during September 2023 (Virtual facilitation tools, project planning, creating norms, online safety, reflection on communication styles, overview of year-long curriculum, cultural bias training)
- Attend in-person May event

**To apply, please do the following:**

1. Please submit a cover letter describing your interest and qualification for the specific position for which you are applying
2. Include a current resume
3. Provide a list of three to five references, including a recent supervisor or someone familiar with your work

Please include a joke within the text of your email. Submit via email (preferred) to [info@globaltieskc.org](mailto:info@globaltieskc.org)

Only applications submitted per the above procedure will be accepted for review. Global Ties KC is an equal opportunity employer and is committed to a diverse and inclusive workplace.