



POSITION DESCRIPTION: Program Fellow (International Visitor Leadership Program)

Application Due Date: Thursday, January 11, 2024

Anticipated Start Date: Monday, January 29, 2024

University students and young professionals are invited to actively contribute to the mission of Global Ties KC by connecting Kansas City to the world, interacting with our prestigious international visitors, and coordinating government funded programs alongside our partners in Washington D.C and Global Ties KC staff. We are seeking one Program Fellow for the Spring 2024 semester to engage in the above activities for an approximate 15-20 hours per week.

Fellows will be responsible for key tasks in implementing the International Visitor Leadership Program in Kansas City, which is the US Department of State's flagship professional exchange. Global Ties KC is the designated IVLP implementing organization in Kansas and the western half of Missouri. Global Ties KC has coordinated this program for 70 years, bringing 300-350 international leaders to our community for intensive leadership programs. Staff are responsible for coordinating the logistics of their stay, in addition to planning a multi-day professional itinerary which correlates to the US Department of State's program objectives. These programs involve a variety of topics, from journalism, combatting trafficking in person, government transparency, education, and much more. Fellows will have the exclusive opportunity to network with key international leaders and explore the Kansas City community, all while gaining insight into nonprofit management, including marketing, fundraising, project management, and general office skill-building.

Program Fellows will be overseen by Global Ties KC staff. This position provides a modest stipend to cover partial living and travel expenses. This position is expected to require 15-20 hours per week, with the option to increase based on interest and success. The selected candidate for this position will be engaged as an independent contractor and will receive a stipend of **\$2,000 per semester** for their services. Pending a pre-arrangement with relevant faculty and an agreement to the parameters of the fellowship experience at the onset of the semester, Global Ties KC supports school credit experiences. Global Ties KC is also open to this position being considered a paid internship. This Fellowship is anticipated to last 17 weeks, concluding in mid-May.

Essential Duties and Functions:

- Track and create IVLP proposals to send to our program partners in Washington DC, depicting why visitor groups should come to Kansas City.
- Maintain clear data and statistics of IVLP groups in Global Ties KC databases and Excel tracking.
- Plan IVLP groups alongside other Global Ties KC staff, including creating itineraries, setting professional meetings, researching cultural activities, and putting together physical packets.
- Attend meetings with IVLP groups with diverse organizations/institutions in Kansas City to represent Global Ties KC and monitor program quality.
- Contribute to Global Ties KC's social media presence: at a minimum of taking photos, but real-time posting preferred.

- Coordinate Cultural Connection Hours (informal community events) for IVLP groups in partnership with other Global Ties KC staff.

Qualifications:

- Strong writing, communication, and organizational skills
- Experience with Microsoft Office suite (Word and Excel)
- Background or interest in citizen diplomacy, public diplomacy, nonprofit leadership, global engagement, international relations, or international education
- Ability to work under minimal supervision
- Detail-oriented
- Maturity and a sense of humor
- Ability to transition easily from working in a team to working independently
- Desire to grow and learn from experience
- Flexibility and ability to adapt to changing work demands, as well as ability to juggle multiple tasks and deadlines

To Apply:

1. Submit a cover letter describing your interest and qualifications, and
2. include a current résumé.

Submit via email to Courtney Brooks, President & CEO, at cbrooks@globaltieskc.org by Thursday, January 11.

Only applications submitted per the above procedure will be accepted for review.

Global Ties KC is committed to fostering a diverse and inclusive work environment. We value the unique perspectives and contributions of each team member and strive to create an atmosphere that embraces diversity in all its forms.