



## POSITION DESCRIPTION – PROGRAM ASSOCIATE

### Non-exempt Part-time Position

The San Diego Diplomacy Council (SDDC) is a non-profit 501(c)3, membership organization which provides programming services to visiting international leaders sponsored by the United States Department of State International Visitor Leadership Program (IVLP), other federal agencies, private organizations and foreign governments.

Diversity is a core value at the San Diego Diplomacy Council. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all staff, board, interns and international visitors. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

**Position Summary:** Under the supervision of the Program Director, the Program Associate works to coordinate in-person and digital exchange programs and events across the Custom Program and IVLP Portfolios. The Program Associate will assist with all aspects of the program including writing proposals, researching prospective local professional resources, arranging logistics, drafting the program schedule and materials, participant recruitment and outreach, and communicating all logistical details to the appropriate authorities and parties. Duties also entail tracking project success, expenditures, maintaining database, statistics and activity records related to the program.

**Reports to:** Program Director

**Responsibilities:** The Program Associate will provide administrative, coordination and logistical support to the program team working on International Visitor Leadership Program (IVLP) and Custom Program projects.

- Conduct research on a variety of international topics and local professional contacts
- Assist in program design and drafting grant proposals
- Arrange and facilitate meetings and other programmatic elements, including but not limited to dinner hospitality and cultural activities, in line with funder and program objectives
- Make logistical arrangements for groups of international visitors to San Diego, including travel, hotels, ground transportation, catering, etc.
- Help coordinate events and provide event support

- Process and track project expenditures; assist in the monitoring of the project budget
- Produce program materials for program participants and promotional purposes
- Maintain project files within the database
- Brief interpreters and international participants on administrative procedures and logistical arrangements pertaining to project
- Support strategic development goals of the organization through resource cultivation and relationship management
- Support communications strategy of the organization
- Provide direction to interns and volunteers in their tasks
- Perform other duties, as assigned

**Required skills and qualifications:**

Strong organizational skills and ability to manage multiple administrative tasks with a high degree of accuracy; ability to work independently and as a team member, take initiative, meet deadlines, and be flexible

- Strong verbal and writing skills with ability to communicate clearly and persuasively
- Excellent time management, attention to detail and organization skills
- Demonstrated strong interpersonal and cross-cultural communication skills
- Demonstrated interest in international exchanges, event management and protocol
- Strong computer skills including use of databases and proficiency in Microsoft Office, PowerPoint, Excel and Zoom; familiarity with Salesforce, Publisher, WordPress, video editing programs and social media platforms a plus
- Effective leadership, volunteer management and interpersonal skills.
- Online facilitation skills and experience a plus
- Ability to work with multiple cultures and constituencies, including local community resources, international Visitors, interpreters and escorts
- Ability to work independently and as a team member, take initiative, meet deadlines, and be flexible
- Driver's License and access to a car required
- Willingness to be on call to handle issues and concerns that arise after hours (evenings and weekends) required

**Compensation:** This is a part-time non-exempt position with a wage of \$17.00/hour.

**Application Process:** Send cover letter, resume and list three professional references to [Employment@SanDiegoDiplomacy.org](mailto:Employment@SanDiegoDiplomacy.org) with Program Associate in the subject line or via mail to San Diego Diplomacy Council, 4305 University Avenue, Suite 510, San Diego, CA 92105. **Applications will be accepted through February 22, 2021 at 5 pm.** Due to the expected number of applicants, we request that you do not call or email to check on your application status. You will be contacted by email before February 26, 2021 if your application is selected for an interview. Thank you for your interest in employment with the San Diego Diplomacy Council.

Filename: Program Associate Job Description\_3Feb2021.docx  
Directory: /Users/mckenziekramer/Library/Containers/com.microsoft.Word/Data/  
Downloads  
Template: /Users/mckenziekramer/Library/Group  
Containers/UBF8T346G9.Office/User Content.localized/Templates.localized/Normal.dotm  
Title:  
Subject:  
Author: Fabienne Perlov  
Keywords:  
Comments:  
Creation Date: 2/11/21 6:21:00 PM  
Change Number: 2  
Last Saved On: 2/11/21 6:21:00 PM  
Last Saved By: mckenzie kramer  
Total Editing Time: 0 Minutes  
Last Printed On: 2/11/21 6:21:00 PM  
As of Last Complete Printing  
Number of Pages: 2  
Number of Words: 669  
Number of Characters: 4,299 (approx.)