

Job Posting: Program Officer for International Visitors

– CIR is now accepting applications –
– email admin@sfcir.org; opportunity closes on April 16, 2018 –

Who are we?

The Santa Fe Council on International Relations (CIR) was founded in 1965. Our mission is to connect New Mexico and the world by engaging and educating people to become responsible global citizens. We foster dialogue and debate about critical global issues through public events, global education programming for high school and college students, and citizen-diplomacy initiatives that connect international delegations with our community. As part of a vibrant global city, our goal is to ensure that Santa Feans are conscious and engaged global citizens.

We have three major, interconnected programs:

- **Our international visitor (IV) program** welcomes over 300 visitors to Santa Fe every year. This work is performed in partnership with the U.S. State Department and its International Visitor Leadership Program (IVLP) and several Washington DC organizations as part of the Global Ties U.S. network.
- **Our community education program** stages 2-3 public events every month, including talks, panels, luncheons, dinner-and-a-movie, and more.
- **Our high school and college education program** serves hundreds of youth across northern New Mexico in competitions, simulations, and global celebrations.

What is the job?

CIR maintains a small, professional staff that works together to promote the organization's activities, raise funds, and boost the profile of our organization in the community. Responsibilities are shouldered equally among staff members, and each member of the team contributes to the work of the others where and when appropriate.

We currently seek a full-time Program Officer for our International Visitor Program. This individual will design and implement citizen-diplomacy programs in Santa Fe for over 300 visitors each year. This position requires a candidate who can:

- work independently with minimal oversight in a fast-paced environment to propose, create, and lead high-quality exchange programs for emerging youth and professional leaders from around the world.
- respond diplomatically and professionally to all presented challenges.
- exhibit cultural fluency in liaising with groups from all over the world.

- identify promising new IV opportunities for CIR, including fee-for-service exchanges.
- work collaboratively with the entire CIR team of staff, Board members, volunteers, and interns in reaching program goals.
- connect our International Visitor program with our educational programs, and with our network of globally-engaged young professionals through trivia nights and open-mic music nights.
- support the overall mission of CIR, working directly and on a daily basis with CIR's leadership team.

This is a full time, exempt position that reports to CIR's Executive Director.

Responsibilities of the IV Program Officer include:

Below are the major responsibilities of the post, including an estimated percentage allotment of time.

1. Program Development and Management (75%)

- Plan, propose, and implement creative, logistically sound, and relevant programs for prestigious international visitor groups.
- Lead groups across Santa Fe where and when appropriate.
- Develop and engage new community resources to interact with visitor groups.
- Manage volunteer hosts, coordinators, and host families.
- Liaise with major vendors – hotels, transportation companies, restaurants, etc.
- Manage database of volunteers, contacts etc. who work with the IV program.
- Track program budgets when needed.
- Develop and execute fundraising proposals related to international visitors.

2. External Relations (15%)

- Develop and maintain strong working relationships with local professional resources, volunteer hosts, and other partners who meet with international visitors.
- Develop and maintain strong working relationships with national partners, including national programming agencies, the State Department, and the Global Ties U.S. network.
- Participate in CIR public events where and when appropriate.

3. Program Administration (5%)

- Manage communications through social media (Facebook, Twitter), website (WordPress), and mass email (MailChimp) as appropriate.
- Maintain database (Salesforce).
- Participate in program impact, measurement, and evaluation.
- Other administrative tasks as required.

4. Reporting & Assignment (5%)

- Actively report on challenges, issues, opportunities with CIR's ED

- Execute assignments from CIR's ED and CIR's Board President where and when appropriate.

Required Qualifications

- Professional experience in a relevant field such as international education, exchange management, program management, or international relations.
- Four-year undergraduate university degree.
- Cross-cultural education or exchange experience (study or living abroad preferred).
- Excellent written and verbal communication skills in English.
- Flexibility, excellent problem-solving skills, and a strong sense of humor.
- Professionalism, diplomacy, and exceptional organizational skills.
- Time management and multi-tasking skills with acute attention to detail.
- Demonstrated leadership experience/ability and a willingness to take on new projects.
- Experience working with youth or external partners, such as volunteers, requiring a high degree of customer service.
- Passion for CIR's mission and a desire to make a positive social impact.
- Familiarity with Santa Fe and northern New Mexico.
- Proficient with Microsoft Office and social media platforms.
- Ability to work some evenings and weekends when necessary.

Desired Qualifications

- Graduate degree or advanced training in international education, international affairs, program management, or similar.
- Experience with ECA programs at the State Department (i.e. Fulbright, IVLP, Professional Fellows, Youth Ambassador Programs).
- Foreign language proficiency.
- Experience with Salesforce CRM or other database.
- Graphic design experience.
- Intern management experience.

CIR is an equal opportunity employer that values diversity at all levels. CIR will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. All employees must sign CIR's Sexual Harassment Policy, Code of Conduct, and any other policy as mandated by CIR's Board of Directors.

Benefits

This post pays \$29,664.00 per annum. Once a three-month probation period has been satisfied, the employee is eligible for a \$400/month health benefit. The post comes with 10 days of leave per year, plus 5 personal days, 5 sick days, and all federal holidays. CIR is also closed the Friday after Thanksgiving and the week between Christmas and New Year's Day. CIR will provide a workstation, laptop, and other tools as required. The employee will also need to travel to Washington DC up to two times a year to attend relevant conferences.

The ideal candidate will begin on a part-time basis on June 10th in order to be fully trained, and then begin as a full-time employee mid-August. Exact terms of this transition will be negotiated with the successful candidate.