Program Officer for Education

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 inspiring global citizens through dialogue, education, and cross-cultural exchange. We promote an in-depth understanding of globalization — including the responsibilities of the global citizen — and U.S. foreign policy through our community education and high school/college education programs. We envision a community in which New Mexicans, through cross-cultural exchange, engagement, and education, act as global citizens, applying a firm knowledge of global economics, politics, cultures, and leaders for the betterment of Santa Fe, New Mexico, the United States, and the globe.

We have four major, interconnected programs:

- **Our international visitor (IV) program** welcomes over 400 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 multiple public events every month, including talks, panels, luncheons, and more. We stage an Annual Gala fundraising event every spring. Going forward, these programs will feature: digital-only events (at least one per week); and hybrid in-person events (i.e. broadcast via the Internet) when such events resume.

- **Our high school and college education program** serves hundreds of youth across northern New Mexico through our flagship High School Fellowship Program, our NextGenSim annual policy simulation, our Young Global Citizens discussion group, and more.

- **Our Journalism under Fire conference** has achieved local, national, and global recognition. It brings together all our program streams; headed into our fourth year of offering the conference in 2021, it has become CIR’s signature offering.

What is CIR’s Program Officer for Education post?
CIR maintains a small, professional staff that works together to design, launch, and maintain 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 High School and College Education programs. This individual will coordinate and implement core education programs that serve hundreds of high school and college students in Santa Fe and throughout New Mexico. This position requires a candidate who can:
• Work independently and collaboratively with minimal oversight in a fast-paced environment to design, coordinate, evaluate, improve, and implement programs for high school and college students.
• Respond diplomatically and professionally to all presented challenges.
• Identify promising new opportunities for CIR, including collaboration with additional schools or organizations, and identifying promising interns, fellows, and part-time contract staff for CIR.
• Help CIR identify and address known equity gaps among high school students.
• Work collaboratively with the entire CIR team of staff, Board members, volunteers, and interns in reaching program goals and supporting the overall mission of CIR.

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

To apply: Send a one-page cover letter and two-page maximum CV to admin@sfcir.org

Responsibilities of the Program Officer for Education include:
Below are the major responsibilities of the post, including an estimated percentage allotment of time.

1. Program Development and Management (70%)
   • Plan, implement, evaluate, and support the High School Fellowship Program, including researching speakers, coordinating meetings (in-person or digital) and designing related activities. The Fellows are central to CIR's mission and community profile. For 2021, this will demand creativity in responding to remote learning opportunities, and to determining how/when to resume in-person gatherings.
   • Oversee the Fellows Fund and make specific expenditure recommendations.
   • Manage all Fellowship paperwork, including permission slips, media release forms, emergency contact forms, and medical information with confidentiality and careful file management.
   • Engage with High School Fellows on a regular basis, including email communication, resolving issues, and writing letters of recommendation for students.
   • Liaise with teachers in Santa Fe Sister Cities to coordinate activities between CIR High School Fellows and Sister Cities students.
   • Guide High School Fellows through writing speeches for CIR events and providing individualized coaching on public speaking.
   • Design and implement NextGenSim, including developing an overarching scenario, conducting background research, writing 75-100 unique character cards, and designing run-of-show documents. In 2021, this may require leading the digitization of the simulation.
   • Coordinate with teachers and schools to schedule NextGenSim and arrange for students to attend from visiting schools.
   • Coordinate with CIR’s ED the educational streams and presence of students and teachers at Journalism under Fire. Identify and work with students to speak at the event.
The Santa Fe Council on International Relations is a 501(c)(3) nonprofit organization headquartered in Santa Fe, NM.

• Coordinate students from across various NM schools to participate in Young Global Citizens monthly discussion club.
• Coordinate speaker visits to local classrooms, including Returned Peace Corps Volunteers, International Visitor Leadership Program participants, and speakers from the CIR stage.
• Promote cross-over of education programs into other CIR program areas by undertaking projects as assigned by CIR’s ED.

2. External Relations (10%)
• Develop and maintain strong working relationships with high school teachers, with a particular emphasis on Albuquerque, Española, Los Alamos, and Santa Fe.
• Develop and maintain strong working relationships with speakers and donors for CIR’s education programs.
• Participate in CIR public events where and when appropriate, including public speaking.

3. Intern Management (10%)
• Create at least two separate internship positions (high school and college), interview all finalists, and provide them an orientation to CIR.
• Develop a work plan for the entire duration of the internship, manage internship paperwork, and monitor timesheet.
• Provide guidance on all internship projects and be available to answer questions and assist interns through uncertainties.
• Coordinate professional development activities for interns, including a resume workshop, mock interviews, and meeting with CIR members aligned with interns’ interests.
• Write letters of recommendations for interns, when requested.

4. Grants (5%)
• Research potential grants to support CIR’s high school and college education programs.
• Draft grant applications and work closely with CIR’s Director of Development and Executive Director on application revisions and supplemental materials.
• Maintain careful records of all grant applications and devise data management strategies to complete final report requirements.

5. Website Maintenance (5%)
• Maintain and update the Student Programs on the CIR website, ensuring links are active and correct, updating information, and uploading applications.
• Provide assistance to better organize events on website.

Required Qualifications
• Professional experience in a relevant field such as international education, exchange management, program management, or international relations.
• Demonstrated experience working with high school students.
• 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.
• 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 Salesforce.
• Graphic design experience.
• Intern management experience.
• Fluency in a second language.

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 Mutual Respect Policy, Code of Conduct, and any other policy as mandated by CIR’s Board of Directors.

**Benefits**

The salary range for this position is **$35,000 - $40,000/annum** depending on experience; an annual performance evaluation will, upon success, determine an annual raise, bonus, and/or incentive compensation for the Program Officer. Importantly, CIR staff must complete a three-month probation period before entitlement to any of the below benefits:

• Ten days paid vacation. Five personal days. These are accrued on a monthly basis, and cannot be taken until the initial three-month probation period is completed.
• All federal holidays observed, plus the Friday after Thanksgiving and around 7 business days between Christmas and New Year’s holidays depending on when the federal holidays occur in any given year.
• Health reimbursement account that allows for up to **$441.67/month** to be reimbursed to the employee, tax-free. This must include premium coverage.
• Support for virtual-office space, including laptop, printer, desk etc.
• Cell phone stipend of $25/month, tax free.
• In 2021, CIR will offer staff a retirement program with employer match; details to be determined.

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