

Job Description: Citizen Diplomacy Volunteer

Program: Citizen Diplomacy Program

Volunteers will engage in experiential learning of what is involved in the daily operations of the International House's Citizen Diplomacy Program. Volunteers work under ongoing supervision of the Program Director and Program Assistant and receive an on-going training in area of citizen diplomacy, cross-cultural competency, international relations, and community outreach and partnership building. Volunteers interested working in the field of international affairs and diplomacy, public policies, human rights, grassroots advocacy, nonprofit and government sector will additionally benefit from this experience as a result of gaining program planning, proposal development, project management, marketing, public relations, social media, and information management experience.

Areas volunteers will gain experience in include:

- Research and Development
 - Identify potential program themes for international visitors by conducting research on local industry companies and cultural events/attractions
 - Maintain current information files on the City of Charlotte and its resources (professional and cultural)
 - Expand professional and resource base
- Marketing
 - Assist in developing a promotional packet containing information on International House services and on the Charlotte area
- Program design and itinerary preparation
 - Make logistical arrangements for visitors (hotel, transportation)
 - Arrange visitors' information packets
 - Assist in creating visitors' programs by identifying appropriate professional counterparts in Charlotte and setting up meetings
 - Create visitors' itineraries once professional program has been set up
- Data Maintenance
 - Record visits, professional resources, and cultural resources in program database

Time Commitment:

- Minimum of 12-15 hours per week in 9 a.m. -5 p.m., 9 a.m.-12 noon or 1 p.m. -5 p.m. shifts
- Minimum one semester (3-4 months) strongly preferred

Qualifications:

- Excellent organizational and communication (both oral and written) skills
- Amicable, positive, cheerful, and flexible personality
- Independent, responsible, and self-motivated
- Cultural awareness and sensitivity
- Computer proficiency required (Microsoft Office and Google docs)
- Knowledge of foreign languages is a plus
- International background or travel experience is a plus

To apply, please submit the following documents to Samantha Williams, AmeriCorps ACCESS Coordinator, swilliams@ihclt.org.

In the subject line, please indicate **Citizen Diplomacy Volunteer**.

1. Resume
2. Cover letter expressing interest in the position
3. Application (can be accessed at http://www.ihclt.org/.php#Citizen_Diplomacy)