



POSITION DESCRIPTION

Position Title:	Coordinator of Enrichment Programs (Hybrid position)
Start Date:	September 2022
Salary:	\$42,000-\$47,000 commensurate with experience; Full benefits package

POSITION PURPOSE

One To World, Inc. is a private, not-for-profit membership organization which links New York City with the rest of the world through an array of educational services and outreach programs. Dedicated to the promotion of global understanding, One To World creates opportunities for cultural, social, and intellectual interchange between international visitors--students, scholars, trainees, and their families--and residents of the New York metropolitan area. Programs are typically in-person with some offered virtually. One To World serves as the officially-designated coordinator of enrichment programs for visiting Fulbright scholars in New York and is a nationally and internationally recognized leader in providing substantive and innovative educational programming.

The Coordinator of Enrichment Programs is part of a 4-person team that is responsible for planning and implementing cultural enrichment programs and events for international students and visiting Fulbright grantees, assisting with the Membership Program, and working on projects with other departments, as needed.

THE ROLE & WHAT YOU'LL DO

In this role, you will have the opportunity to develop and implement in-person and virtual programs for New York area international university students and Fulbright grantees, including career development programs, volunteer activities, home hospitality visits, behind-the-scenes tours and site visits, receptions and special events.

As part of program planning in this role, you are also expected to maintain and develop program partnerships with cooperating institutions, organizations, and community groups. The Coordinator accompanies the participants on programs (often on weekends and evenings) to provide leadership and promote interaction/cross-cultural exchange. For online events, you will be expected to facilitate or co-facilitate those that take place throughout the week.

All One To World programming follows a typical cycle that includes:

- Program Marketing and Recruitment
 - create and coordinate distribution of electronic program announcements (i.e. e-blasts, mail merges, and bi-weekly newsletters)
 - manage online registration process and database entry
- Post-program follow-up
 - distribute/summarize evaluations
 - produce internal and external reports
 - prepare thank-you correspondence



One To World attends new student orientations throughout the year (mostly in early fall and spring). In this role, you will prepare new student orientation sessions and materials, and deliver presentations at campus orientations and fairs.

Other responsibilities include:

- Co-manage part-time graduate intern
- Manage/maintain student and scholar database; produce statistical reports
- Prepare and oversee program budgets; maintain detailed financial records
- Assist in preparing funding requests, proposals and final reports to funders as needed

ABOUT YOU

Most importantly, we are looking for a candidate who is eager and enthusiastic about working with international students and scholars. We are excited to welcome aboard a new team member with creative ideas and passion for cross-cultural exchange that can help us thrive in this new chapter of online and in-person programming. We are a hybrid organization so organizational skills, communication skills, attention to detail and multi-tasking skills are highly important in this role. Other qualities we look for in a candidate include:

- Bachelor's degree or Master's (preferred)
- Previous administrative experience (event planning/coordination and/or programming for international students a bonus)
- International work, study, or living experience
- Proficiency in Microsoft Office
- Experience in Website Editing & Data Management (preferred)
- Experience with e-marketing tools like Constant Contact and fluency with social media platforms (especially Facebook, Instagram, Twitter & TikTok) a plus

TO APPLY: Please email a thoughtful cover letter and resume to: Marisa Silva, Director of Membership & Programs, at msilva@onetoworld.org. Please use the subject "Coordinator of Enrichment Programs– First & Last Name" in your email. No phone calls, please.

It is the policy of One To World not to discriminate against any employee or any applicant for employment because of race, color, religion, sex, national origin, sexual orientation, age, disability, marital status or veteran status. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, training, layoff and termination.