

Georgia Council for International Visitors

Note: This is a customer service and communications-intensive position. The ideal candidate will possess strong communication skills and experience in website maintenance and email marketing applications. Experience with Microsoft Office Suite, Social Media, MailChimp, and Adobe is preferred.

Position Description:

Coordinator, Community Programs

Responsibilities:

The Program Coordinator reports to the Executive Director (ED) and is responsible for the Council's communications, membership, and implementation of GCIV's community programs.

- Manage the Council's communications by updating the website and producing the monthly e-newsletter, annual report, and opportunity alerts
- Liaise with local and regional media outlets
- Create and implement a public relations strategy to increase GCIV's visibility
- Enhance and maintain GCIV's social media platforms
- Act as office liaison with technical support providers and research and recommend initiatives to improve use of technology; maintain office computer network
- Maintain all membership records and membership communications
- Manage GCIV's existing community programs and fundraising events, including International Dining Experiences (IDEs), Global Lunch Forums (GLFs), Envoy, International Women Associates (IWA), Great Decisions, Bowling League of Nations, and the International Consular Ball
- Create innovative community programs designed to engage our members in citizen diplomacy and connect them with international visitors
- Together with the ED, design and implement special community programs to reward and motivate both existing and potential members and volunteers
- Under general direction of the ED, develop and cultivate new and existing professional resources by meeting with potential resources, greeting international delegations, accompanying program participants to professional appointments, and attending and participating in community partners' events

- Represent GCIV in the community and give presentations about GCIV
- Work with ED to develop and maintain community partnerships/alliances and Global Partnerships
- Work with Program Director to write grant proposals for the International Visitor Leadership Program (IVLP) and Fee For Service programs (FFS)
- Attend local, regional, and national events and conferences

Required Qualifications:

- four-year university degree
- background in communications and public relations
- familiarity with website maintenance and e-mail marketing tools
- computer literacy and mastery of Microsoft Office programs, including Word, Excel, Outlook, Publisher, and Access
- excellent written and spoken communication skills in English
- strong cross-cultural communication skills
- time management and multi-tasking ability
- acute attention to detail
- demonstrated interest in community engagement and knowledge of international affairs

Desired Qualifications:

- foreign language skills and international experience
- experience in event management
- experience or training in working with diverse communities
- experience in grant writing and program development and implementation

Benefits: GCIV offers full-time employees excellent health, dental, and vision coverage; a Council-matched Simple IRA; flexible work schedule; and professional development opportunities.

To Apply: All interested applicants should submit letter of interest, resume, and references to employment@gciv.org. No phone calls, please. A representative will contact you in the event you are selected for an interview. Applications will be considered until the position has been filled.