



International Relations Council

107 W. 9th Street, Second Floor
Kansas City, Missouri 64105
816-423-2632 • www.irckc.org

Global Access • Global Awareness • Global Vision

Open Position: Program Coordinator (full time)

About the IRC

The International Relations Council works in partnership with businesses, universities, community organizations, and K-12 schools to bring a global perspective to our community. We bring world leaders and dignitaries to the metro region, host forums for high-school students to interact with and learn from foreign-policy experts, and create opportunities for area business leaders to strengthen relationships abroad. Learn more at www.irckc.org.

Position Description

The International Relations Council, a Kansas City nonprofit membership organization, seeks a full-time program coordinator to develop, implement, and evaluate programs and events; contribute to organizational communications and marketing; serve as an ambassador for the organization in the Kansas City community; and support other IRC initiatives. This position reports to the executive director.

Essential Job Functions

Program Development, Implementation, and Evaluation (50%)

- Arrange details, including venue, A/V, catering, transportation, lodging, program materials, and other elements, for recurring IRC events (lectures, Book Club, Global Experience, News & Views, networking hours)
- Together with the executive director, arrange details for signature IRC programs (WorldQuest, Academic WorldQuest, Berkley Lecture, Global Honors Evening, Your Global Future) and special events (volunteer party, past presidents' lunch, etc.)
- Manage advance registration for all IRC events
- Ensure successful execution of IRC events, including on-site registration, supervision of A/V and catering, photography or audio/video recording, and other day-of details
- Distribute and analyze feedback surveys after events; make relevant recommendations
- Track and analyze program attendance and, with executive director, use information to inform membership strategy
- Act as primary liaison for area Great Decisions groups; work to grow the reach of the Great Decisions program in the Kansas City area

Organizational Communications and Marketing (30%)

- Prepare and send the IRC's weekly e-newsletter and other occasional email blasts
- Create marketing materials for IRC programs, including, but not limited to, brochures, flyers, event webpages, and promotional graphics
- Connect with other area organizations and networks to promote upcoming IRC events
- Keep digital resources (website, app, Google Drive folders) updated
- Contribute to the preparation of annual IRC communications materials, including annual report and fundraising appeals
- Manage the organization's social media accounts (Facebook, Twitter, Meetup)
- Coordinate the IRC's World Citizen blog

Outreach to the Kansas City Community (10%)

- Liaise with area businesses, universities, nonprofit organizations, and K-12 schools to develop relationships
- Represent the IRC at nonprofit and community events

Other (10%)

- Supervise one or more university interns
- Attend board and committee meetings as required and assist in coordination of board committees as determined by the executive director
- Other related duties as assigned by the executive director
- Special projects as required

Qualifications

Required:

- Bachelor's degree in nonprofit management, international studies, or other related field
- Two years' professional experience; desire to grow as a nonprofit professional
- One year customer-service experience, working with the public
- Demonstrated passion for and knowledge of world affairs, global current events, and the IRC's mission
- Developed cross-cultural competence, evidenced by prior work, study, or travel
- Strong communication skills in English, evidenced by application materials and interview
- Proven time and project management, dependability, efficiency, organization, and team skills
- Creativity and ability to solve problems with diplomacy, flexibility, and good judgment
- Professionalism and integrity

Preferred:

- Professional experience in the nonprofit sector
- Graphic design and deep knowledge of the Adobe Creative Suite
- Successful experience planning and executing events with diverse audiences/topics and audiences of 100+
- Experience with CRM/database software
- Prior experience with member recruitment and retention
- Fluency in languages other than English
- Proven effective marketing ability, including social media

Environment and Other Expectations

The IRC office is located in downtown Kansas City, Missouri. IRC staff work in a fast-paced environment and should be prepared to balance multiple priorities and deadlines, take ownership of their projects, and work independently, as part of a team, and with a variety of interns, volunteers, board members, and other area organizations. Applicants should have their own transportation and be able to drive around the Kansas City metro area. This position involves standard office hours with occasional evening and less frequent weekend events.

Compensation

A competitive annual salary is offered, commensurate with education and experience. Other benefits, including parking and a stipend for health insurance, will be identified during the interview process.

To Apply

Please e-mail a cover letter, resume, writing sample of no more than 500 words, and a list of three references to mhughes@irckc.org with "Program Coordinator Application" as the subject. For priority consideration, applications should be received no later than Friday, August 9, 2019.

