



## **POSITION DESCRIPTION: Youth Engagement Coordinator**

**Application Deadline:** Monday, October 22, 2024

**Anticipated Start Date:** November 2024

### **Organizational Background:**

Global Ties KC is a non-profit organization whose purpose is to improve global understanding and achieve peace through exchange programs between international visitors and citizens in our communities. Global Ties KC promotes citizen diplomacy by person-to-person contacts to help shape United States foreign relations "one handshake at a time." We bring over 400 delegates to KC each year, including business, non-profit, and government leaders from over 100 countries. International Visitor Leadership Program alumni include over 500 current or former Heads of State.

The Youth Diplomats Institute is a 9-month real world learning opportunity for any high school student in the Midwest. Selected participants (50-75 participants per year) meet once a month to explore diplomacy, cultural learning, networking, and professional skill building. Global Ties KC is committed to equitable access to participation, seen by a virtual cohort option. This staff member will have extensive autonomy and expectation to fully manage the Institute to ensure the fulfillment of program objectives, as well as recruiting students for future cohorts, and building out the Institute to expand its reach across the Heartland.

### **Responsibilities and position overview:**

#### **Youth Diplomat Institute**

- Implement the Youth Diplomat Institute, curating monthly skill-building, cultural learning, and leadership development opportunities for 50-75 students from across Kansas and Missouri. Must be able to confidently mentor students, facilitate sensitive dialogue, and foster relationships with each individual student – both in-person and in a virtual setting.
- The Education Coordinator will work at least one Saturday's a month overseeing an in-person Youth Diplomat Program, two evenings a month managing virtual Youth Diplomat programs. Weekday hours will be flexible to accommodate the regular weekend programming.
- Develop recruitment, publicity, and outreach materials for Youth Diplomat in collaboration with the rest of the Global Ties KC team
- Duties will include outreach and relationship building with schools, nonprofits, and civil society organizations with an interest in youth education across the states of both Kansas and Missouri
- Organize and attend all Youth Diplomat sessions

- Maintain regular communication with Youth Diplomat participants regarding upcoming meetings and events, and opportunities to participate in Global Ties KC and supplemental programming, via emails, Slack, and social media channels
- Manage all program files, data, and program documentation in a systemic, organized fashion
- Work with Global Ties KC team on social media related to youth programs, organizing Instagram takeovers, storytelling initiatives, and video content related to the program

### **Additional Youth Programs**

- Annually, Global Ties KC hosts 3-5 Department of State Youth Programs. The Education Coordinator will work under the Special Program Manager to assist with planning and implementation of these programs.
- Global Ties KC regularly works with classroom across the KC metro to connect International Leaders through the International Visitor Leadership Program and other exchanges to school classrooms. You will be responsible for building these relationships and growing these programs, implementing student simulations, and connecting classes to international speakers

### **Development and Program Sustainability**

- Working individually and as part of the team, you'll assist in all areas of fundraising at Global Ties KC. Your contribution in development and fundraising will ensure the long-term growth and success of the program through work with individuals, donors, grants and foundations
- Additional duties will include work on grants for new programs

### **Required skills and attributes**

- Position requires professional, positive, energetic individual who is passionate about the mission and goals of Global Ties KC and student education
- EXCELLENT oral and written communication skills
- Student-centered mentality and interest in serving as a mentor
- Interest in international exchange and diplomacy
- Flexibility and ability to adapt to changing work demands, as well as ability to juggle multiple tasks and deadlines. Ability to work on concurrent projects with minimal supervision required.
- Bachelor's Degree, preferred major which aligns with the qualifications of the position: international youth development, education, teaching, etc.
- 2-4 years of work experience in education or youth leadership development is essential, experience facilitating youth-led programming preferred
- Strong knowledge of local resources and ability to effectively network in order to access new opportunities
- Must pass a background check

### **Work Environment and Schedule:**

Global Ties KC works in-person in downtown Kansas City, Missouri. There is flexibility for remote work when appropriate. The position requires one Saturday (September-May) and one Tuesday evening (September-May) per month. Expected 40 hours per week, with some weeks requiring more, which can be made up for in later weeks. The organization is collaborative in nature and curates a supportive environment, allowing each person to lean into their strengths and work on their weaknesses.

**Compensation and Benefits:** Salary range of \$39,000-\$45,000 a year, depending on experience. Benefits include retirement account match, paid vacation and federal holidays.

**To Apply:**

1. Please submit a cover letter describing your interest and qualification, and
2. Include a current résumé, and
3. Provide a list of three to five references.

Please include a joke within the text of your email. Submit via email to Courtney Brooks, President & CEO, at [cbrooks@globaltieskc.org](mailto:cbrooks@globaltieskc.org)

Only applications submitted per the above procedure will be accepted for review.

Global Ties KC is committed to fostering a diverse and inclusive work environment. We value the unique perspectives and contributions of each team member and strive to create an atmosphere that embraces diversity in all its forms.