

**Position Summary:****Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** World Affairs Council (WAC) - International Visitor Leadership Program (IVLP)**Location:** Portland       Gorham       LAC       Online/Distance**Duration:** Full Academic Year       Fall Semester  
 Summer 2024       Spring Semester**Total Stipend:** \$11,250**Monthly Stipend:** \$1,250**Scholarship Amount:** \$3,000 (in-state) (in-state) / \$3,000 (out-of-state) (out-of-state)**Supervisor Name:** Allison Hodgkins**Supervisor Email:** [ahodgkins@wacmaine.org](mailto:ahodgkins@wacmaine.org)**Supervisor Phone:** 207-632-7342**Position Details:****Statement of Job and Essential Functions:**

WAC-IVLP Graduate Assistant

World Affairs Council (WAC) of Maine is a non-partisan, non-profit educational organization dedicated to promoting global awareness and understanding through discussion, dialogue and public diplomacy. It is the only organization in Maine authorized to implement professional development programming for the State Department's International Visitor Leadership Program (IVLP), which brings over 5,000+ emerging leaders to the US annually. Reporting to the Executive Director, the IVLP graduate assistant will play a key role in the coordination of IVLP programming in Maine, including proposal writing, program planning, implementation, and administration.

**Primary Duties:****Proposal Writing and Administration:**

- Review projects available for bid in State Department's International Visitor's Resource Center against local priorities and compatibility with MEIF areas.
- Prepare initial expressions of interest emails to solicit National Programming Agencies (NPAs) interest in receiving a full proposal.
- In consultation with the Executive Director, prepare full proposals including detailed information on professional resources, cultural activities, hotel and transportation information, and descriptions of how visiting Maine will fulfill State Department objectives, and align with program themes.
- Identify potential resources for future projects based on current State Department objectives and program themes, utilizing existing contacts but also recruiting new ones through independent research.
- Update program database, ensuring accurate contact information, titles, descriptions and/or pricing for professional resources and cultural activities.

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### Program Planning and Implementation:

- Plan itineraries for awarded programs based on resources and activities outlined in the proposal
- Draft and send meeting requests, schedules meetings, home-hospitality and cultural activities, noting media releases, dietary restrictions, and any relevant information about visitors.
- Prepare local program book and oversee compilation of welcoming packets to ensure visitors have relevant local information.
- Meet international visitors on arrival and accompany them to professional meetings and cultural activities, and/or coordinate with student interns, or program volunteers to do the same.
- Respond to questions from State Department Liaisons and provide updated information to NPAs on request.
- Take photographs and/or short videos to provide content for promotional materials, social media, website, and email newsletter as needed.

### Follow-Up and Reporting:

- Work with Executive Director to create quarterly goals and maintain monthly statistics.
- Work with Executive Director to ensure that all statistics on IVLP needed for annual Global Ties Community Partnership Grant application and reporting are up to date and accurate.
- Maintain the International Visitor Alumni Directory and facilitate long-term relationship building with alumni by ensuring all participant information is appropriately recorded and updated in the alumni database.
- Represent World Affairs Council of Maine at meetings, community gatherings, and conferences, and outreach activities, including National Leadership Meeting in Washington DC.
- Other duties as assigned.

### Supervisory Responsibilities:

Manage undergraduate interns engaged with the program, including scheduling them to meet groups, accompany them to professional meetings/cultural activities, and briefing them on protocols and basics of intercultural communication.

### Budget Responsibilities:

Create individual program budgets to include with program proposals for NPAs, track local expenses, and ensure expenses chargeable to Community Partnership Grant are accurate and documented. Assist with reporting for Community Partnership grant.

### Public and Professional Activities Related to Job Performance:

See above

### Internal Contacts:

See above

### External Contacts:

International Visitors and Community Leaders

### Knowledge, Skills, and Abilities:

The ideal candidate for this job will be a self-starter with excellent interpersonal and intercultural communication skills; ease and confidence in communicating with all types of individuals on the phone,

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in person, and via email; strong conceptual, organizational, and writing skills; ability to multitask and attend to details while adhering to tight deadlines; able to exercise good judgement in a variety of situations.

**Required Qualifications:**

Excitement to work with individuals from other countries and cultures is a must.

Must be available to accompany groups to professional meetings, including some evenings and weekends.

Must not be a University of Maine System employee.

**Preferred Qualifications:**

Experience with Excel required, database or CRM management

**To Apply:**

Submit your resume and cover letter via email to Allison Hodgkins ([ahodgkins@wacmaine.org](mailto:ahodgkins@wacmaine.org)).