

## Work Study Job Description

<b>Job Title</b>	Global Classroom Program Assistant
<b>Organization Name</b>	World Affairs Council
<b>Job Location</b>	2200 Alaskan Way, Suite 450, Seattle, WA 98121
<b>Address</b>	2200 Alaskan Way, ste 450 Seattle WA 98121
<b>Pay Rate</b>	\$12 - \$12
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Ian Moncaster
<b>Phone Number</b>	
<b>Email Address</b>	wac@world-affairs.org
<b>Website</b>	<a href="http://www.world-affairs.org">http://www.world-affairs.org</a>

### Nature of Organization

The World Affairs Council links Greater Seattle to the world. World Affairs Council programs provide opportunities for everyone in Greater Seattle to be a global citizen by advancing a deep understanding of international events and culture.

### Duties and Responsibilities

- 1) Coordinate and staff professional development programs and special events for K-12 teachers and/or high-school age youth.
- 2) Research curriculum and resources to supplement professional development programs for educators.
- 3) Coordinate & write bi-weekly email newsletter.
- 4) Support Global Classroom fundraising efforts according to interest and opportunities.
- 5) Coordinate the World Citizen Essay Contest.
- 6) Attend Community and Global Classroom programs (typically late afternoons and evenings), and provide program support.
- 7) Support on-going maintenance of the Global Classroom database.
- 8) Assist with other projects as needed.

### Minimum Qualifications

- Strong organizational and interpersonal skills
- Attention to detail
- Computer literacy and knowledge of Microsoft Office programs
- Excellent verbal and written communication skills in English
- Experience working in a fast-paced environment
- Interest in global affairs
- Interest or experience in education or teaching
- Additional beneficial computer skills: Website CMS, Constant Contact, working with video

### **Educational Benefits**

- 1) Experience in a non-profit organization
- 2) Learn about global/international education
- 3) Exposure to visiting international delegations from around the world
- 4) Opportunities to attend lectures, panel discussions, and other educational events at no cost
- 5) Complimentary membership to World Affairs Council

### **How to Apply**

To Apply: Please e-mail cover letter and resume to [wac@world-affairs.org](mailto:wac@world-affairs.org). No phone calls please.

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Job Number: 70WACO01 | Category: Office & Administrative | Program: | Reimbursement Rate: 70%