WORLD AFFAIRS SEMINAR

*Dedicated to the advancement of international goodwill and*

*peace through a better understanding of global issues*

**Position Description – Program Director (Part-Time)**

**Organizational Overview:** World Affairs Seminar (WAS), a freestanding nonprofit group based in West Allis (WI), began in 1977 as a Rotary District 6270 program. WAS is a unique, immersive, weeklong, academic summer camp for high-school students worldwide. The 2025 edition is set for June 21 - 27 at Carroll University in Waukesha. The theme is *Peacebuilding: Creating Lasting Change*. The Seminar convenes students from diverse backgrounds to discuss issues in a positive environment and promote peace through cultural understanding. Delegates apply their new knowledge by creating and presenting final projects, and by participating in a Diplomacy Simulation. The Seminar attracts 200 high school students from multiple countries each year, numbering 30,000 alumni to date. A recent delegate proclaimed WAS the “Best. Week. Ever.”

**Position Summary and Scope:** Key administrative colleague who oversees programming for nonprofit group that advances peace through understanding by training tomorrow’s global leaders. Develops and implements programming, especially WAS. Identifies, recruits, trains and supervises seasonal staff. Oversees website, social media and communications.

**Reports to:** Executive Director

**Required Knowledge, Skills and Abilities:** Prior experience preferred with nonprofit program development and implementation, staff recruitment, website development, and maintaining social media and communications.Ability to set priorities and work independently. Highly meticulous and well-organized. Proficiency in MS Office Suite and other applications, such as Zoho, WordPress, MailChimp or similar software**.** Bachelor’s degree.Camp experience a plus.

**Hourly Wage, Benefits and Work Conditions:** Hours vary, generally 10 - 15 hours per week, with hybrid or (mostly) remote work options. Basic office environment located on the second floor (no elevator). Free, adjacent parking. Very flexible "time off/time away" policy, given work demands. Must be available full-time during June with increased hours around February and May. Competitive hourly wage.

**Duties and Responsibilities:**

**Program Development and Implementation**

* Plan and execute academic activities in consultation with the Program Committee, including Diplomacy Simulation, small group activities, final project(s), discussions, and other activities.
* Assist Program Committee with logistics related to the execution of the academic program, including keynote and breakout speakers, field trips, and other activities.
* Assist Registrar to implement and update an online or app-based Seminar program to include key arrival information, welcome messages, speaker details, agendas, emergency information, etc.
* Assist Registrar to send arrival information and welcome messages to delegates and counselors.
* Develop Seminar agenda with Program Committee, particularly academic activities.
* Direct on-site program, apprising Senior Staff and counselors of all daily programming.
* Provide frontline support, mentoring, and relief/breaks for all counselors as needed.
* Coordinate with Seminar host (Carroll University) to ensure proper venues, setup, and equipment for all academic and recreational activities.
* Coordinate and execute Opening and Closing Ceremonies, and other all-Seminar events.
* Ensure delegate safety and accountability through attendance checks, including nightly “rounds.”
* Devise, distribute, and interpret post-Seminar survey using Zoho Forms.
* Prepare and submit quarterly report, at the request of the Executive Director, to the Board of Directors regarding all relevant and timely activities.

**Seasonal Volunteer Recruitment**

* Maintain and update annual volunteer promotional, recruitment, and selection materials.
* Initiate invitations to prospective new and returning counselors. Monitor prospective counselor interest. Recommend prospects to the Executive Director for screening and/or selection.
* Identify and recruit qualified and interested Senior Staff candidates.
* Plan and execute on-site training program for all counselors, Senior Staff, and nurses, including Youth Protection training in consultation with Rotary District 6270.
* Supervise and guide team of seasonal volunteers (counselors and nurses).

**Web, Social Media, & Communications**

* Maintain World Affairs Seminar website using WordPress web development platform.
* Routinely post content relevant to various constituents on Facebook, X (formerly Twitter), Instagram, YouTube, and LinkedIn.
* Monitor and promote social media profiles, including the standing alumni group.
* Maintain GuideStar, CharityNavigator and Google Business profiles, updating as needed.
* Administer all MS Office 365 subscriptions and accounts, and Zoho CRM database.
* Administer Zoho Forms account, to support delegate registration, counselor recruitment, and other form submission needs.
* Administer cloud storage subscription, Sync, and maintain access permissions and file storage training for key staff.
* Administer Zoom virtual meetings, account, and subscription.
* Maintain Network for Good account, for use in fundraising.
* Establish and maintain email broadcast subscription and service, MailChimp. Publish and send communications to relevant constituents, in consultation with the Executive Director.

**How to Apply**

For consideration, please email a cover letter, resume and hourly wage expectations by Thursday, November 7, to Francis X. Vogel, WAS Executive Director, at fvogel@worldaffairsseminar.org. Type “WAS Program Director Application” in the subject line. No phone calls, please. Thank you in advance for your interest in the position!

*Revised – October 2024*