



World Affairs Council *of Western Michigan*

Communications and Events Coordinator

To assist and expand WACWM's membership---corporate, educational, and community

Join a small, well-respected non-profit with an emphasis on providing excellent and unique global education to West Michigan. Our mission: **"To empower the people and organizations of West Michigan to engage thoughtfully with the world."** WACWM sponsors over 40 programs each year, bringing ambassadors, diplomats, think-tank experts, and others to the companies, colleges, and leaders of our region. This is a fascinating and fast-paced endeavor, full of one-of-a-kind experiences and interactions. Position given immediate hands-on responsibility in several areas:

- Office management: maintaining the office's computer membership data; handle incoming mail, phone, and email messages; and manage organizational correspondence.
- Events and venue management: arrange for and coordinate organizational events, which includes reservations, invitations, catering, hospitality, welcoming guests and speakers, publicity, and marketing.
- Volunteer management: helping to recruit, train, and encourage volunteers.

Requirements: Bachelor's degree. Interest in global issues. Ability to manage rapid changes and less-defined work environment with a positive, calm attitude. Able to work some evenings, including Mondays in February and March of each year. Experience with computer data systems. Ability to communicate clearly verbally and in writing.

Part-time position, generally 20 hours a week, with flexibility of specific times working, some evenings required (when we host events), ability to flex in summer and during holidays periods. Pay is \$20/hour, with the opportunity for annual bonus and retirement contribution compensation.

Send resume and cover letter detailing reasons for interest to office at worldmichigan dot org. Please mention "Communications and Events Coordinator" in subject line. Apply before August 16, 2021.

The World Affairs Council of Western Michigan
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Grand Rapids, Michigan 49506
www.worldmichigan.org