



WELCOMING and CONNECTING
International Students with FRIENDS

AMIS Atlanta Communications & Program Coordinator Job Description

AMIS Atlanta (Atlanta Ministry with International Students) is seeking a part-time Communications and Program Coordinator to support our well-established non-profit organization. AMIS is a faith-based organization whose mission is to promote cultural and global understanding through friendship and hospitality with international students in the greater Atlanta area. Since 1978, AMIS has been welcoming international students to Atlanta and connecting them with local volunteers in the community. Learn more at www.amisatlanta.org.

The AMIS Communications & Program Coordinator will have responsibility over multiple communications platforms to further our mission as well as managing AMIS events and coordination for our international students, volunteers, and donors.

Program areas include:

- *The AMIS Welcome Reception* is an annual fall event that welcomes international students and scholars in greater Atlanta's colleges and universities.
- *Events* throughout metro Atlanta introduce international students to the city and American cultural traditions. *Social gatherings* offer opportunities for international students to connect with others, socialize, and make international and American friends.
- *Holiday events* especially around Thanksgiving and Christmas to share American holiday traditions and support international students during school breaks.
- *The AMIGO International Friendship program* matches international students and scholars with local volunteers interested in friendship and cultural exchange. This position will support the communications, but not manage the program.

Job responsibilities include:

Communications, Marketing, and Public Relations

- Create marketing and promotional materials for programs and events using graphic design elements to increase student and volunteer participation.
- Create content, tell AMIS stories, and maintain communications for our website, email newsletters, social media and blog to grow public awareness about our nonprofit.
- Maintain our website and Google Business site with the goal to improve SEO, user experience and conversions.
- Manage social media accounts and/or work with college intern(s).
- Write and send weekly electronic newsletters to students and volunteers/donors.
- Support university relations through regular email communications to international student offices at Atlanta area colleges & universities.
- Provide communications support for annual fundraising campaigns.

- Manage our email lists in MailChimp and create campaigns to increase our newsletter subscribers during new student orientations.

AMIS Program Coordination and Support

- Provide direction, coordination, and support for AMIS events and programs. Work with and report to the Executive Director.
- Manage AMIS events and be responsible for all aspects including planning, communications, registrations, getting supplies, making arrangements, coordinating volunteers, helping students figure out transportation, set up, break-down and follow-up after the event. Follow-up includes sending out surveys, recording attendance and managing data, collecting pictures and reporting about events to the greater AMIS community.
- Offer leadership to Programs, Career, and Welcome Reception volunteer committees to plan programs and events. Work with and coordinate tasks with staff, student interns, and volunteers.
- Coordinate opportunities for international students to participate in volunteer sponsored events.
- Collect and maintain data and information about program impact for grant applications, annual reports, and communications. Help prepare reports on program impacts.
- Offer general administrative support for AMIS programs and events as needed such as campus new student orientation activities, the annual Welcome Reception, and International Advisor's Lunch.

Minimum Qualifications:

- Bachelor's degree
- Experience with programs, event planning and communications preferred
- Nonprofit marketing and graphic design experience helpful
- Strong oral and written communication skills required as well as efficient organizational and time-management abilities.
- Proficient with Microsoft Office (Word, Excel). Familiarity with Google Suite, Salesforce, MailChimp, FormAssembly, website builders, and social media applications helpful.
- Self-starter, willingness to learn, with the potential to grow and desire to increase responsibilities.
- Occasional weekends and evening time required for events and meetings.
- Interest in international peoples and cultures. A candidate with cross-cultural experiences and awareness will be preferred. Familiarity with churches, experience engaging volunteers and service organizations will be beneficial.
- The ideal candidate will be comfortable with people and technology, detail-oriented, and able to multi-task in a culturally-diverse, international, and ever-changing environment.
- This opportunity is part-time 20-24 hours a week, flexible schedule, open to partial remote work. Occasional in-person office time is expected. Our midtown office is located at 607 Peachtree St NE Atlanta, 30308.

Inquiries and resumes can be emailed to: Rev. Irene Wong, Executive Director at irene@amisatlanta.org.