



WELCOMING and CONNECTING  
International Students with FRIENDS

## AMIS Atlanta Program Director Position Description

AMIS Atlanta (Atlanta Ministry with International Students) is seeking a part-time Program Director (with the potential to become full-time) 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 friends in the community. Learn more at [www.amisatlanta.org](http://www.amisatlanta.org).

The AMIS Program Director will have responsibility for promoting and overseeing AMIS programs and events for international students and volunteers.

Program areas include:

- *The AMIGO International Friendship program* matches international students and scholars studying at Atlanta colleges and universities with Atlanta-area volunteers interested in friendship and cultural exchange. It is an ongoing, year-round program.
- *The AMIS Welcome Reception* is an annual 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 such as sporting events and Atlanta-area attractions.
- *Monthly social gatherings* offer opportunities for international students to connect with others, socialize, and make international and American friends.
- *Holiday programs* around Thanksgiving, Christmas and others to share American holiday traditions and support international students during academic breaks.

*Job responsibilities include:*

### AMIS Program Leadership

- Provide direction, coordination, and support for AMIS programs and events. Work with and report to the Executive Director. Manage programs, events, and additional campus outreach events. Coordinate event planning, managing details like registration, set-up, and follow-up, as well as keeping records, reporting, and program evaluations.
- Offer leadership to Programs, Volunteer, and Welcome Reception committees to plan programs and events. Work with and coordinate tasks with program staff, student interns, and volunteers.
- Administer Amigo Friendship program using Salesforce CRM to match international students with American volunteers and facilitate communication between them.
- Maintain registration forms through FormAssembly, schedule background checks, screen, and orient new volunteers to the Amigo program.

- Train, communicate with and manage volunteers and follow-up on Amigo program partners.
- Collect data and information about program impact for grant applications, annual reports, and communications.

### **Communications, Marketing, and Public Relations**

- Create marketing and promotional materials for programs and events using graphic design elements to increase student and volunteer engagements.
- Create content and communications for our website, email newsletters, social media and blog to grow public awareness about our nonprofit
- Maintain AMIS website and improve SEO, user experience and conversions.
- Manage social media accounts and/or work with marketing intern(s)
- Send weekly electronic newsletters to AMIS volunteers/donors and students.
- Email monthly communications to International Student Advisors and Educators.
- Promote partnerships with AMIS community and sponsoring organizations.
- Provide communications support for fundraising campaigns

### **Minimum Qualifications:**

- Bachelor's degree
- Experience with programs, event planning and volunteer management preferred
- Nonprofit marketing experience and graphic design skills desired
- 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.
- Willingness to fundraise helpful.
- 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.

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

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