

## **World View's Program Associate**

World View is committed to advancing global education in North Carolina by providing focused services and programs to North Carolina educators. The Program Associate position supports World View's core mission of helping North Carolina educators internationalize their schools and community colleges by providing office support for three faculty and program support for a growing number of annual programs.

### **Program Support**

- Assist Associate Director and Assistant Directors with development, coordination, and marketing of all World View programs.
- Work with faculty to coordinate logistics and marketing for annual Study Visit Trip abroad – next Study Visits are to Turkey in 2009 and Brazil in 2010.
- Support Honduras Study Tour leader with logistics and marketing for annual World View-Heifer International Study Tours. Potential to lead one of two tours to Honduras under the guidance of program leader.
- Lead socratic seminar discussions and manage vendor displays at symposia and seminars.
- Function as a faculty advisor at programs and coordinate faculty advising sessions between advisors and North Carolina educators.
- Assist with registration and logistics, and manage program speakers' technological needs at programs.
- Communicate regularly and serve as coordinator of work with World View's Associates.

### **Office Support**

- Assist 3 faculty with program support, school presentations, and other meetings throughout the year (powerpoint, correspondence, mailings).
- Assist with researching topic ideas and developing World View's online Global and College Updates.
- Serve as assistant editor of ThinkGlobal (the Bi-annual newsletter).
- Assist Program Manager with bi-annual mass mailing and all program mailings to participants.
- Lead World View's fundraising efforts once a year.
- Help Assistant Program Manager update World View website with program and resource updates, organize records and files for programs, and maintain and update database.
- Provide ongoing assistance to educators who call in or email with inquiries and requests for program information and educator resources.
- Serve as back-up administrative support to Director when needed.