



WORLD TRADE CENTER®
NORTHERN CALIFORNIA

Assistant Manager, Programs & Events - San Francisco

Position Description

The Assistant Manager of International Programs and Events supports Northern California World Trade Center (NorCalWTC) efforts to build ties between Americans and citizens of other countries, resulting in stronger connections for diplomacy and trade, and supporting Northern California businesses and our economy. Working with organization leadership, this position helps manage all San Francisco international exchange program activities and supports events and marketing/communication activities. Global Ties San Francisco is located in San Francisco and is a division of the Northern California World Trade Center, which is located in Sacramento.

International Visitor Leadership Program/Fee for Service Program Management (90%). Lead all San Francisco/Bay Area International Exchange activities and pursue international connections through IVLP and other Fee for Services opportunities.

Tasks include:

1. Organize professional and cultural programming for international visitors, including cultivating new resources, writing proposals, scheduling meetings, arranging home hospitality, confirming cultural activities, as well as accompanying groups and managing after-hours emergencies.
2. Coordinate logistics (hotels, transportation, meeting rooms) for visitors and procure new hotels and transportation vendors.
3. Manage the San Francisco office's internship program and oversee up to 6 interns at a time.
4. Complete IVLP grant applications, monitor results, and ensure compliance with government requirements; compile program reports for CEO and Board of Directors.

Events and marketing/communication activities (10%). In coordination with other team members, support NorCalWTC events and communication strategies.

Tasks Include:

1. Contribute to NorCalWTC overall communications strategy through delegation reports, active social media, and email outreach.
2. Seek opportunities in the Bay Area to present on the NorCalWTC's mission and exchange programs.
3. In coordination with other team members, participate in efforts to develop sponsorships, memberships, and partnerships.
4. Implement occasional Bay Area community events, including managing logistics, registration, outreach, and budget reports. Provide event support on select Sacramento events.

Education/Experience:

Bachelor's degree (international relations, political science, or other internationally-focused degree a plus) and at least 3 years' relevant experience. Cross-cultural communication and supervisory experience required.

Skills and Attributes Required:

- Excellent interpersonal and communication skills, both oral and written.
- Highly organized and detail-oriented.
- Ability to manage multiple projects under time and resource pressure.
- Experience managing interns and volunteers.
- Creativity, initiative, strategic thinking, maturity and excellent problem solving skills.
- Broad understanding of topics and issues at the intersection of international policy and fields such as government, politics, economics, business, social services, arts and education.
- Proficiency in Microsoft Suite (especially Excel), and competency in using social media platforms (Facebook, Twitter, LinkedIn) for marketing and community engagement.

Annual Salary Range: Dependent on experience

Physical Demands:

- Ability to carry materials and supplies to events and set up displays, tables, chairs, etc.

To Apply:

- Send email with subject line: "Assistant Manager [Your name]"
- Include resume and cover letter
- Email to Kevin Mather, Northern California World Trade Center, kmather@norcalwtc.org
- *No phone calls please*

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibility from time to time, as needed.