

CENTER FOR GLOBAL INITIATIVES

Outreach and Strategy Assistant

Work-Study Position

Job Summary

Gain valuable professional experience relevant to communications, global education, and program management with the Center for Global Initiatives, a vibrant National Resource Center in global education. Work with a small, upbeat team of creative staff who award funding for international travel and run a variety of globally themed initiatives in an effort to expand global opportunities. We specialize in [opening access](#) and removing barriers to such opportunities for underserved students. Learn more about what we do at cgi.unc.edu.

This position will be a pre-arranged schedule of 3-5 days per workweek, between 9AM & 5PM with a 10 hour per week commitment expected. Some events may require flexible working hours, such as occasional evening or weekend work.

You will support our programmatic goals with an array of tasks including (but not limited to) contributing to the expansion of our social media profile, gathering data/research, assisting at events, publicly speaking about CGI programs and general office duties.

Job Requirements

- Experience with WordPress, MailChimp and social media network tools is a plus especially regarding publicity, communications or email management
- Experience in customer service and/or events planning is a plus
- Must possess moderate computer and technology skills
- Moderate proficiency with Microsoft Office (notably Word and Excel) is required
- Candidates must be able to self-motivate and problem solve to work independently (at times) while also following instruction

- Communicating effectively and clearly verbally and in writing
- Ability to interact comfortably in diverse environments
- Applicants should be able to easily move and transport additional outreach materials if needed, up to 20 lbs. on a rolling cart

If you consider yourself to not be a “typical” international traveler or study abroad student in some way, that is also a plus! Here is how we are thinking about [diversity, broadly defined, as well as a more comprehensive definition of global opportunities](#).