



UTAH COUNCIL FOR
CITIZEN DIPLOMACY

Youth Program Fellow

About Utah Council for Citizen Diplomacy:

[Utah Council for Citizen Diplomacy](#) (UCCD) believes that everyone has the right, even the responsibility to help shape U.S. foreign policy one handshake at a time. Since 1967, we at UCCD have fostered citizen diplomacy by creating meaningful person-to-person interactions with individuals from other countries and cultures.

UCCD works with the U.S. Department of State's International Visitor Leadership Program and other exchange programs to welcome hundreds of emerging leaders from around the world to Utah to meet with like-minded professionals, businesses, government agencies, and organizations to exchange best practices and create networks while experiencing Utah's unique culture. UCCD invites the local community to attend the World Affairs Lecture Series, Foreign Policy Association Great Decisions course, and our Fireside Chats live podcast recordings where our lectures, conversations, and dialogues provide insight into critical national and global issues, shaping public discourse.

Our Young Diplomats of Utah program immerses youth, age 14 - 32, in international relations in preparation for becoming Utah's future leaders. This program includes the Young Diplomats of Utah leadership certificate, the Global Leaders Scholarship Fund, Academic WorldQuest, and the Internship and Fellowship program.

UCCD offers a dynamic working environment with ample opportunities to learn about global issues and cultures while creating professional networks with international, national, and local individuals.

UCCD & Social Responsibility:

UCCD is a non-partisan, non-profit committed to social responsibility. We celebrate, support, and thrive when diversity in all forms is represented.

As an equal opportunity employer that promotes respect and understanding between the people of Utah and other nations, we do not discriminate in employment or participation in our programs based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, relationship status, parental status, military service, or other non-merit factors.



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Furthermore, UCCD recognizes we must play an active role in being environmentally conscious. Therefore, UCCD is committed to using sustainable green business practices in our business and our programs whenever possible.

Position Description:

Utah Council for Citizen Diplomacy (UCCD) has an opening for a Youth Program Fellow working directly with its youth programs including the Young Diplomats Leadership Certificate, the Global Leaders Scholarship Fund, and the International Youth Summit. UCCD seeks a student who can commit a year to this fellowship. This can fulfill university credits in an internship course, independent study course, or similar upon request.

The primary focus of this position will be to help implement the Global Leaders Scholarship Fund. This fund is supported by former Salt Lake City Mayor Jackie Biskupski as a legacy of the United Nations Civil Society Conference held in Salt Lake City in August 2019. The scholarship allows Utah college students to travel to a domestic or international leadership conference. The fellow will support the Youth Program Director with outreach to prospective applicants across Utah, work directly with members of the Selection Committee to screen and interview applicants and work with selected students after they are selected to receive the scholarship.

Additional responsibilities include assisting the Youth Program Director in implementing the Young Diplomats Leadership Certificate that will host 15 Iraqi High School students visiting Utah in July 2023 and 20 South American High School students visiting Utah in April 2024; and the International Youth Summit, a day-long conference scheduled for September 2023.

The applicant should have high energy, enjoy a busy atmosphere, and handle multiple ongoing projects. The position requires a high standard of quality, excellent interpersonal skills, a keen eye for detail, thorough follow-through, initiative, flexibility, and strong computer skills. In addition, successful candidates must be passionate about working for change at a grassroots level and interested in international affairs and cultures.

Position Title: Youth Program Fellow

Position Type: Part-Time, Temporary

Compensation: \$15.00 per hour

Commitment: One full year; 47 weeks



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Benefits: Mileage reimbursement for work-related travel; Flexible time off except July, September, and April; Professional letter of recommendation; School credit if applicable

Hours: A weekly commitment of 10-15 hours per week is required

Must be available for in-office work in Murray at least 2 days a week with some evening and weekend work required

Youth Program Responsibilities:

- Learn about and contribute to the administration of the Global Leaders Scholarship Fund, and act as a point of contact for potential applicants. Work closely with the Youth Director while the scholarship is implemented
- Conduct program outreach to identify applicants for the scholarship and participants in other youth programs – learn speaking and presenting skills with the support of UCCD staff
- Opportunities to learn nonprofit management. Attend monthly committee meetings as part of the scholarship management; work with Committee Chair and Vice-Chair to report on scholarship activities. Network with each Committee member
- Learn budget management skills with support of UCCD staff
- Maintain applications, travel records, and financial information using Salesforce. Trained and supported by UCCD staff
- Organize interviews for scholarship applicants, learn how interviews are evaluated
- Follow up with program participants to evaluate and report on outcomes.
- Assist UCCD in hosting the International Youth Summit
- Assist Youth Director with other necessary tasks related to UCCD's Youth Programs, including resource research, arranging cultural activities, arranging catering, running errands, etc.

Other Responsibilities:

- Meet regularly with the Youth Director to discuss scholarship activities and upcoming tasks Opportunities for mentorship if interest
- Attend meetings with additional international visiting groups, if interested
- Provide administrative support, as necessary



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Preferred Qualifications:

- Work authorization in the U.S.
- Pursuing or graduated from a Bachelor's or Master's degree in International Relations, Political Science, Area Studies, or related field; practical work experience in fields of international impact, nonprofit work, program management, or related work preferred
- Knowledge of international affairs and dedication to intercultural awareness
- Knowledge of local community organizations and current issues (local and global)
- Impeccable attention to detail, able to follow instructions with precision, and highly organized
- Adheres to the highest standards of protocol, business etiquette, and diplomacy in all interactions Respect for differences in cultural, social, political, and religious viewpoints
- Commitment to teamwork
- Able to simultaneously manage multiple projects
- Positive and outgoing attitude
- Self-starter; able to work with little supervision
- Strong writing/editing and verbal communication skills
- Moderate level of computer proficiency
- Ability to analyze and think critically, resourceful
- Honest and able to exercise discretion and diplomacy with all internal and external stakeholders
- Commitment to advancing causes of diversity, equity, inclusion, and justice

To Apply:

- [Click here to complete the application and submit your cover letter and resume.](#) You will be asked to submit a Cover Letter and Resume - this must be in a single PDF file. (Remember attention to detail is key for this position)
- If you have questions, email info@utahdiplomacy.org. Only qualified applicants will be contacted with next steps
- Accepting applications immediately until filled
- Position available May 1, 2023