



Program Associate

Part-Time, Non-Exempt

About Gulf Coast Diplomacy

Gulf Coast Diplomacy advances citizen diplomacy by connecting Northwest Florida with emerging international leaders through professional, cultural, and educational exchange. As one of the organizations entrusted to support the U.S. Department of State's International Visitor Leadership Program (IVLP), Gulf Coast Diplomacy creates opportunities for Americans and international visitors to exchange ideas, strengthen professional relationships, and showcase American communities, institutions, and innovation.

In addition to international exchange programming, Gulf Coast Diplomacy develops the next generation of leaders through Youth Diplomats and community engagement initiatives that strengthen civic understanding, leadership development, and international engagement.

This position is open only to candidates authorized to work in the United States.

Position Summary

The Program Associate supports the Program Coordinator and Executive Director through administrative, membership, and event coordination responsibilities.

This position is ideal for an organized professional who enjoys working behind the scenes to support programs and community engagement while also participating in occasional in-person events and activities.

Applicants at different career stages are welcome to apply. Candidates with professional experience are preferred.

Primary Responsibilities

Membership and Community Engagement

- Assist the Membership Engagement Committee with the planning of membership events
- Coordinate member communications.
- Maintain membership records and databases.
- Assist with membership renewals and engagement efforts.
- Support event registration and attendee management.

Communications and Outreach

- Assist with preparation of newsletters and email communications.
- Support website and social media updates.
- Prepare program materials and event communications.

Program Support

- Assist with preparation and implementation of exchange and youth programs.
- Support proposal preparation and project documentation.
- Maintain organized records and reporting files.
- Provide general administrative support to the Program Coordinator and Executive Director.

Other Duties

- Support occasional evening and weekend events.
- Perform additional duties as assigned.

Qualifications

Required

- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Professional demeanor and good judgment
- Comfort communicating by email, phone, and in person
- Ability to manage deadlines and shifting priorities
- Ability to work independently
- Familiarity with spreadsheets, databases, and standard office software

Preferred

- Experience in nonprofit administration, membership management, communications, event coordination, or international programs
 - Experience with newsletters or email platforms
 - Current undergraduate or graduate students with relevant experience are welcome to apply
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Compensation

- The starting salary for this role is \$18.25/hour for 16 hours per week. Additional hours may occasionally be available based on programming needs.
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Work Arrangement

- In-person preferred. Hybrid arrangements with some remote work may be considered.
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To Apply

Please submit a cover letter and resume to: Jena Mélançon, jena@gulfcoastdiplomacy.org. (No phone calls, please.) Review of applications will begin on May 28, and the position will remain open until filled.

Gulf Coast Diplomacy is an Equal Opportunity Employer. For more information about us, please visit our website at <https://gulfcoastdiplomacy.org/>.

We look forward to hearing from you!