10 College Park
Davis, CA 95616
internationalhousedavis.org
530-753-5007

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| **Job Title** | Marketing and Programs Assistant |
| **Reports to** | Marketing and Communications Manager |

**Reports to:** Communications Manager
**Status:** Hourly, Non-Exempt
**Location:** Davis, CA (Hybrid potential; see details below)
**Pay:** $20 per hour
**Schedule:** Part-time (5–15 hours/week); variable schedule with occasional evening or weekend work. Must be available for an in-person meeting a week at International House Davis. Due to the training and relationship-building involved, we require applicants to be prepared to make a minimum one-year commitment to the role.

# About International House Davis

International House Davis (I-House) is a nonprofit international cultural center that nurtures the exchange of arts, culture, and ideas to build a globally connected, culturally vibrant, and inclusive community. We foster international understanding and cultural connection through our welcoming gathering space, volunteer-led learning opportunities, and dynamic cultural events and programs. I-House brings people together to explore the global issues of our time and celebrate culture through talks, workshops, lectures, and festivals.

Located in a historic building at 10 College Park in Davis—between the UC Davis campus and the city's downtown—I-House serves as a bridge between local and global communities through collaboration, cultural exchange, and dialogue.

# Position Overview

Under the supervision of the Marketing & Communications Manager, the **Marketing and Programs Assistant** supports I-House events, programs, and communications. The role involves both independent and team-based work, supporting arts, culture, and humanities programming; the Fulbright Enrichment Program; and membership and community initiatives.

# Key Responsibilities

## Program and Event Support

- Assist with planning and delivering I-House programs and community events.
    - Coordinate meeting scheduling, take notes, draft communications, and follow up on next steps.
    - Provide day-of support to implement the event including set-up, take-down, customer services etc.

- Support Fulbright Enrichment Program activities, including:
    - Drafting and sending email updates, invitations, and event communications.
    - Maintaining RSVP and guest lists, and coordinating logistics (travel, speakers, etc.).
    - Providing day-of event support for monthly gatherings.
    - Occasional travel to Bay Area events (via car or train).

### Marketing and Communications

- Draft and edit social media content, press releases, and newsletter articles.
- Create flyers, posters, and marketing materials consistent with I-House brand guidelines.
- Support updates to the I-House website and online event listings.
- Help maintain and organize media archives and marketing assets.

### Event Operations and Customer Service

- Serve as an Event Assistant during facility rentals, programs, and community events.
- Provide welcoming and professional front-line service to guests and renters.
- Set up and take down event spaces (tables, chairs, AV equipment, signage).
- Ensure facilities are secure, clean, and reset after events.
- Follow emergency procedures and assist as needed during events.
- Liaise with vendors (e.g., caterers, musicians, florists) and support onsite logistics.

### Administrative and General Support

- Attend biweekly staff meetings and weekly coordination meetings.
- Answer phones and respond to general inquiries.
- Assist with recordkeeping, tracking attendance, and managing contact databases.
- Perform light housekeeping tasks (taking out trash/recycling, cleaning kitchen or event areas).
- Other duties as assigned based on organizational needs and employee skills/interests

## Qualifications

**Required**

- Excellent communication, customer service, and problem-solving skills.
- Strong writing ability and attention to detail.
- Experience using Google Workspace (Docs, Sheets, Drive), Slack, and Asana (or similar project management tools).
- Basic graphic design proficiency (e.g., Canva or Adobe Creative Suite).
- Ability to work both independently and collaboratively with staff and volunteers.
- Reliability, professionalism, and a willingness to learn.
- Ability to abide by I-House Davis' Community Code of Conduct

**Preferred**

- Experience supporting public events, cultural programming, or nonprofit projects.
- Familiarity with CRM systems and social media scheduling tools.
- Interest in international cultures, community engagement, and the arts.

## Working Conditions

- Variable hours depending on scheduled programs and events.
- Evening and weekend work is required occasionally.
- Hybrid work may be possible; must be available for weekly in-person meetings.
- Employment with International House Davis is on an at-will basis.

## Physical Requirements

- Ability to lift and move up to 35 pounds (tables, chairs, event equipment).
- Ability to stand or sit for extended periods during events.
- Must be able to navigate stairs in a historic building without an elevator.

## How to Apply

Please email your **resume** and a **1-page cover letter (max 250 words)** to jobs@ihousedavis.org with **"Program Assistant"** in the subject line.
Your cover letter should answer:

1. How do you relate to International House Davis's mission?
2. What interests you most about this position?
3. How would your skills and experiences translate into success here?
4. (Optional) How did you hear about this opportunity?

## Employment Equity

International House Davis is an Equal Employment Opportunity employer. We do not discriminate on the basis of race, ethnicity, religion, national origin, gender (including identity or expression), sexual orientation, age, veteran status, disability, or any other legally protected characteristic.

We believe our work is stronger when informed by diverse experiences and perspectives, and we especially encourage applications from individuals who have faced systemic barriers or come from communities historically underrepresented in nonprofit leadership and the arts.