



**Are you a follower of Jesus who can work from anywhere, loves interacting with international students, planning exciting events, and traveling to beautiful places in the US?
This team may be for you!**

WHAT IS ISI?



International Students, Inc. exists to share Christ's love with international students and to equip them for effective service in cooperation with the local church and others.

WHAT IS THE STUDENT CONFERENCES TEAM?

This team plans and puts on three conferences for international students. The job is remote except for onsite at the conferences.

All roles are self-fundraising positions under the umbrella of International Students, Inc. and range from part-time to full-time.

We are looking for followers of Jesus who have a heart for the nations and can work with a team to create high quality conferences for international students.

Please view our open positions and apply at the website linked below or email Heather Fannin at hfannin@isionline.org for more information

THE CONFERENCES



WORLD CHANGERS

World Changers is a conference for Christian international students and their mentors to train and equip them to be disciple makers in whatever spheres of influence they live and work.



NGO GO

NGO GO is an in-depth training conference for Christian international students who want to start a non-profit in their home countries.



TRUE LEADERSHIP

TRUE Leadership is a conference for international students who want to grow professionally and personally in leadership skills cross-culturally.

Want to learn more about ISI?

www.internationalstudents.org



hfannin@isionline.org

THE POSITIONS

FINANCIAL ADMINISTRATOR

This is the financial role on the team. They will be responsible for working with the conference team leaders to set up the budgets for each conference, handling receipts, balancing the spread sheets, tracking payments, and collecting outstanding balances from group leaders. They will work with the Hospitality Coordinator to manage the financial details of arriving groups. They will assist other team members with purchasing orders, as needed. They will need a good working relationship with home office and an understanding of the ISI financial forms.

NGO GO TEAM LEADER

This person will have overall supervision and accountability for all team members during the planning, on-site execution and follow up program of the entrepreneurship training conference known as NGO Go. They will be responsible to keep the team on track and plan staff meetings either in person or using conference/zoom calls. They will need to have strong leadership and team-building skills. They will pray for the entire core team regularly and faithfully.

COACHING ADMINISTRATOR

Two of the conferences use small life groups to enhance the spiritual experience for the students. The head coach will oversee the life groups. Their job is to train and monitor the student coaches and ensure that they are equipped to lead their group. This leader will have a front row seat to what God is doing in the students' lives and be able to guide student leaders to greater spiritual depth.

SPEAKER ADMINISTRATOR

World Changers is a conference for Christian international students and their mentors to train and eThis individual must understand the philosophy and theme of each of the three student conferences and communicate it to potential speakers. They will work with the Team Leaders to determine a list of potential speakers and the order of preference. They should be able to approach speaker candidates with confidence, ask about availability, communicate expectations and follow up for a response. They will need to have time in their schedule to continue the calls or correspondence, so the speakers know what to expect and how to prepare. They will be the on-site liaison for speakers and track leaders. equip them to be disciple makers in whatever spheres of influence they live and work

TEAM BUILDING/ACTIVITIES ADMINISTRATOR

This administrator will recruit a team to assist, plan and implement all recreational activities, organize people and resources to ensure that all activities run smoothly and on time. They are responsible for set up, implementation, and cleanup of all activities held during the day. They will also oversee the sightseeing or recruit someone to handle those activities. They must be able to lead strongly, have good people skills, high energy and enthusiasm level and communicate clearly.

PUBLICITY/MEDIA ADMINISTRATOR

This person is responsible for communicating information about the conferences to students, staff, min reps and volunteers who may be interested in attending. This role involves maintaining and updating the conference websites and social media and communicating reminders and deadlines to attendees. They will create promotional materials and share them on multiple platforms. Onsite, their responsibilities will be ensuring all indoor activities are properly lit, checking microphones prior to each session, adjusting sound levels for films, music, and video clips. They will assist speakers and track leaders with any media related needs. They will also make audio/video recordings of all speakers and make them available to the staff soon after the conference is over.

TRANSPORTATION ADMINISTRATOR

This is the person responsible for organizing the transportation for speakers and other individuals that need transportation to and from the airport and offsite activities. They will work with the Financial Administrator and the Speaker Administrator to ensure that everyone arrives and departs safely. This person should have strong organizational skills, including experience using spreadsheets.

FOLLOW-UP ADMINISTRATOR

This leader will be responsible for providing follow-up options to all staff and mentors so that each local ministry can continue the work that was started in the hearts of the students and scholars. They will plan zoom events post conference to encourage students and staff, keep the momentum going and gather stories of God's goodness. This person will communicate directly with attendees to gather information that will be used in evaluation of conference effectiveness, recruitment for future conferences, and presentations to past and potential donors.

**LEARN MORE ABOUT JOINING
THE TEAM HERE:**

www.get2knowisi.org/the-positions.html

