



**PARTNERS of the AMERICAS**  
Connect • Serve • Change Lives



**Career Connections**  
Seminars for U.S. Exchange Alumni

January 29 – 31, 2020  
Austin, Texas

### **Seminar Registration & Logistics Volunteer Opportunity – Austin, TX**

Partners of the Americas (Partners) is seeking **Seminar Volunteers** for a two-day professional development seminar located in the Austin area for the fifth Career Connections: Seminars for U.S. Exchange Alumni. The seminars will engage U.S. alumni of U.S. Department of State programs by providing them an opportunity to leverage skills and experiences gained through their exchanges to prosper in a globalized world and marketplace. More information about the event can be found here: <http://partners.net/career-connections-seminars-us-exchange-alumni>.

**Registration & Logistics Volunteers** will work closely with Partners' and State Department staff by providing logistical assistance throughout the seminar. During the seminar, volunteers will report directly to the Event Coordinator.

**Seminar Location:** Courtyard Austin Downtown/Convention Center (300 E 4th St, Austin, TX 78701)

#### **Benefits:**

- Meet with seasoned diplomats and explore pathways to careers with the U.S. government and other sectors.
- Connect with exchange program alumni and expert speakers to grow your professional network

Review previous seminar agendas, bios, and testimonials here: <http://partners.net/what-expect>

#### **Key Tasks:**

- Take photos during seminar and submit to staff in a timely manner
- Serve as time keepers during presentations
- Create social media content to post in real-time on Partners of the Americas channels
- Support registration and check-in

#### **Required Availability, Skills and Experience:**

- Availability on Wednesday, January 29<sup>th</sup>, Thursday, January 30<sup>th</sup>, and/or Friday, January 31<sup>st</sup>.
- Experience working in events, customer service, or administration is a plus
- Strong English communication, both oral and written
- Positive and flexible personality, open to working with people from diverse backgrounds
- Strong sense of initiative

In addition, volunteers should have demonstrated ability to work independently and be a team player; possess good time management; be able to set priorities; be enthusiastic, energetic, and flexible to undertake multiple tasks.

**Interested volunteers should contact [slyons@partners.net](mailto:slyons@partners.net) by Monday, January 13, 2020.**

Volunteers will receive complimentary meals