



First Trip Inc.
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POSITION DESCRIPTION

TITLE

Passport Workshop Facilitator

SALARY

Volunteer

LOCATION

Washington, District of Columbia

STATUS

Part-Time (2-3 hours per semester)

ABOUT US

First Trip is a non-profit organization incorporated in 2019 whose mission is to increase diversity in study abroad and international affairs by alleviating inequitable barriers for underrepresented college students to travel abroad for the first time and pursue global careers.

SUMMARY

We are seeking volunteers to facilitate passport workshops throughout the academic year. Most workshops are conducted virtually.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide interactive and engaging presentations for students about the importance of owning a U.S. passport and how to successfully complete the application.

QUALIFICATIONS:*Essential:*

- A positive, upbeat personality and strong interpersonal skills
- Enthusiasm for working with young professionals
- Experience with Microsoft PowerPoint
- Experience with Zoom and/or Webex teleconferencing software
- Ability to effectively communicate First Trip's vision/mission/activities

Desired but NOT required:

- Previous experience with speaking/presenting
- Prior familiarity with the US passport application process
- Knowledge of DC metro area colleges and universities

HOW TO APPLY

Interested applicants should send a letter of interest to Dex Burns at DBurns@firsttrip.org.

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