

NorthWest Student Exchange

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Position: International Program Coordinator

Type: Full-time
Location: Seattle, WA
Salary: DOE
Benefits: Health/dental/vision and retirement plan
Start Date: Position open until filled

Seattle-based NorthWest Student Exchange (NWSE) is seeking an International Program Coordinator to join our team.

Join the NWSE team and utilize your excellent interpersonal and organizational skills to work with our international team. Gain international experience and apply your cross-cultural communication skills in a fast paced, casual, yet professional international student exchange program setting.

As a vital part of the NorthWest Student Exchange team, coordinate exchange programs of high school exchange students from around the world, as well as other related duties:

Responsibilities Include:

- Working with international partners, U.S. local coordinators, host families, students, and NWSE staff to coordinate program and achieve program objectives
- Ensuring student and host family welfare by monitoring exchanges through monthly reports and communication with local coordinators and program participants
- Coordinating all program components in compliance with CSIET and Department of State regulations
- Problem solving for exchange students, host families, local coordinators, international partners, and natural families.
- Managing client and potential client communication in a friendly, helpful and professional manner
- Collecting and tracking documentation of all required program components and student situations
- Cooperating with U.S. high schools and districts to obtain admission of exchange students
- Screening students by reviewing applications, conducting interviews, and communicating with partners
- Screening host families by reviewing applications and communicating with local coordinators
- Occasional recruiting and training of local coordinators
- Coordinating health insurance and travel for program participants
- Providing students with J-1 visa application materials and information
- Communicating with overseas partners and families, providing information in a timely manner
- Assisting with contracts and formal agreements when necessary
- Collaborating with NWSE team members on team projects, such as host family orientations, cultural events, and tasks related to program compliance (may require occasional evenings or weekends)
- Accurately maintaining NWSE database records
- Interviewing and orienting outbound American students
- Presenting NWSE programs at high schools

Qualifications:

- Commitment to the goals of international student exchange and to student welfare and learning
- Experience living, studying and/or working abroad
- Experience working with youth and diverse groups of people
- Four-year college degree, preferably in a field with an international orientation
- Self-motivated, detail-oriented multi-tasker and team worker with initiative
- Ability to plan and schedule own work while assisting others as required
- Excellent prioritization, analytical, organizational and writing skills
- Strong planning skills, with proven ability to complete projects to deadlines.
- Excellent customer service/interpersonal communication skills
- Ability and desire to work in an open, collaborative office environment.
- Two or more years in an administrative function with customer service experience, computer skills in common word processing and office applications, database, and email, OR equivalent combination of education and experience sufficient to perform essential responsibilities.
- Confidence and ease with working in teams and on the phone

Preferred (but not required)

- Language skills in other foreign languages
- Experience in program or project coordination
- Previous experience in coordinating exchange programs and/or international travel

How to apply:

Please e-mail your resume, cover letter, references and two writing samples (one in English and one in Spanish) with subject line "International Program Coordinator" to jobs@nwse.com.

Please *do not call* about this position. NWSE will contact selected applicants to arrange for interviews.

Preference is given to applicants who are available for immediate hire and who reside in the greater Seattle area, and are U.S. citizens or U.S. permanent residents, although applicants who reside in other areas will be considered.

We look forward to receiving your application!