

NorthWest Student Exchange

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Position: International Program Coordinator: France Programs (incl. other countries)

Type: Full-time, Location: Seattle

Salary: DOE

Start Date: As soon as possible

Responsibilities: Coordinate NWSE High School Exchange Programs from France and other countries.

As a vital part of the NorthWest Student Exchange team, the International Program Coordinator coordinates all aspects of the NWSE High School Exchange Programs assigned to him or her.

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 communication with local coordinators and program participants
- Coordinating all program components in compliance with CSIET and Department of State regulations
- Coordinating problem solving among exchange program stake holders.
- Managing client and potential client communication in a customer-friendly, helpful and professional manner
- Working with U.S. high school districts to secure 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 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 cultural activities, host family orientations, etc. (occasional evening or weekend)
- Interviewing and orienting outbound American students
- Occasionally 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
- Strong knowledge of foreign language (solid speaking and writing skills)
- Experience working with youth and diverse groups of people
- Four-year college degree, preferably in a field with an international orientation
- Self-motivated, detail-orientated multi-tasking team member with initiative
- Ability to plan and schedule own work while assisting others
- Excellent prioritization, analytical and writing skills
- Strong planning and organizational skills, ability to complete projects to deadlines.
- Excellent customer service/interpersonal communication skills
- Ability and desire to work in an open 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.
- Good sense of humor.

Preferred (but not required)

- Experience in program or project coordination
- Demonstrated commitment to cross-cultural education and exchanges, student learning and welfare
- Experience in coordinating exchange programs and/or international travel

How to apply:

Please e-mail resume, cover letter, references and one writing sample with subject line "International Program Coordinator" to jobs@nwse.com.

Please submit your resume, cover letter, references and one writing sample by replying to this ad and using the subject line "International Program Coordinator" in your email.

Preference is given to applicants who reside in the greater Seattle area and could start the position soon.