

NorthWest Student Exchange

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Position: International Student Exchange Program Coordinator: Spanish and Latin American Programs

Type: Full-time

Location: Seattle, WA

Salary: DOE

Benefits: Health/dental/vision and retirement

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 apply your cross-cultural communication skills in a fast paced, yet casual and professional international setting. Individuals with excellent interpersonal and organizational skills desiring to work with our international team and participants are encouraged to apply.

Responsibilities:

- Working with international partners, U.S. local coordinators, host families, students, and NWSE staff
- Managing client and potential client communication in a friendly, helpful and professional manner
- Monitoring students' exchange programs
- Compliance with CSJET and Department of State regulations
- Problem solving with NWSE program stakeholders
- Communicating with U.S. high school admissions departments, overseas partners and host families in a timely manner
- Screening/vetting students and host families for program participation
- Coordinating health insurance and travel for program participants
- Providing students with visa application materials and information
- Assisting with contracts and formal agreements when necessary
- Collaborating with NWSE team members on team projects (may require occasional evenings or weekends)
- Assisting in students orientations
- Accurately maintaining NWSE participant records

Qualifications:

- Advanced/fluent knowledge of Spanish (advanced speaking and writing skills)
- Commitment to the goals of international student exchange and to student welfare and learning
- Experience living, studying and/or working abroad
- A good sense of humor
- Experience working with youth and diverse groups of people
- Four-year (or higher) college degree, preferably in a related field
- Self-motivated, detail-orientated multi-tasker and team player with initiative
- Ability to plan and schedule own work while assisting others as required
- Excellent prioritization, organization, analytical and writing skills
- Ability to complete projects to deadlines.
- Excellent customer service/interpersonal communication skills
- Ability to work in an open office environment as well as remotely
- Confidence and ease working in teams, on Zoom calls and on the phone

Preferred (but not required)

- Experience in program or project coordination
- Demonstrated commitment to cross-cultural education and exchanges, student learning and success
- 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 and/or have permission for optional practical training on the F-1 visa may be considered.

We look forward to receiving your application!