

Position: NWSE Regional Manager of Exchange Student Placements (Full Time)

Location: Anywhere in the U.S.

Deadline: Open until filled

Compensation: DOE

As a vital part of the NorthWest Student Exchange team, the Regional Manager (RM) will recruit, train, and supervise a network of local coordinators to help ensure timely, high-quality local supervision and placement of at least 20 of NWSE's international exchange students in host families and high schools in the U.S.

Responsibilities:

The Regional Manager:

- Recruits, manages, supervises, and provides annual orientation for their network of local Area Coordinators (AC).
- Works with NWSE's Director of Community Development (DCD and other NWSE leadership.
- Ensures recruitment of ACs who make timely, high-quality placements for NWSE exchange students.
- Cooperates closely with Seattle Program Coordinators (PC) and ACs to match students with suitable, properly motivated U.S. host families and schools.
- Ensure required documentation of placement, orientation, and supervision.
- Assists, when necessary, resolving problems, coordinating in emergency situations
- Works with their ACs to ensure timely re-placement of students needing to be moved from their host family.
- Coordinates with his/her ACs and their schools when needed regarding student registration at school
- As part of the NWSE team ensures compliance with DOS and CSJET regulations regarding host family recruitment, student and host family placement, orientations, and local supervision
- Distributes student profiles to ACs and vetted, potential host families
- Markets NWSE hosting and outbound program opportunities to communities/schools in their region
- Provides ACs with host family recruitment tools, resources, and ongoing support for timely, high-quality local supervision and placements of students
- Performs "spot checks" by phone with host families, students, and schools to ensure program quality.
- Ensures (informal) cross-cultural activities for students and host families are available

Required Qualifications:

- Proven track record of successfully placing international high school students in host families and schools
- Experience in hiring, orienting and overseeing a network of local coordinators or volunteers
- Proven commitment to student learning, safety and the goals of international youth exchange
- Highly responsible, reliable, and detail-oriented
- Cooperative approach to work
- Good communication and interpersonal skills
- Experience working with Microsoft Office applications

Desired but not required:

- Experience with a foreign language, counseling, international education, youth programs
- Experience hosting an exchange student and/or living abroad

Weekend and evening work as well as travel may be required.

How to apply:

Please e-mail your resume, cover letter, and references with the subject line "Regional Manager" to resumes@nwse.com.

About NWSE:

Established in 1987, NorthWest Student Exchange is a non-profit, international student exchange organization designated by the U.S. Department of State and listed with the Council on Standards for International Exchange and Travel (CSIET).

Dedicated to personal attention for every participant, NWSE promotes cultural exchange, foreign language study and international education by creating affordable opportunities for high school students to participate in international exchanges. These unique opportunities for personal development, new perspectives and insights, and foreign language competency help prepare students for success in the global marketplace and improve international understanding. NWSE program participants raise their global awareness by building long-lasting international friendships and memories.

For more information about NWSE, please visit our website at: www.nwse.com