

Position Title: International J-1 Program Coordinator



Job Description:

Join the Center for International Career Development (CICD) team for a challenging position in the field of international exchanges. CICD sponsors more than 2400 participants annually from around the world to take part in our J-1 internship, training, and work/travel programs in the USA. CICD is a U.S. Department of State-designated exchange organization based in Seattle, WA.

If you are a fast learner and team player passionate about international exchange, language and cultural education, we invite you to join our inbound Trainee/Intern team! Our team's focus is on helping international candidates participate in career-building and life-changing internship and training programs in the US.

The International J-1 Program Coordinator is responsible for providing professional guidance and thorough vetting of internship placements to ensure program applicants get the most out of their programs in the US. You'll gain exposure to a wide variety of industries as part of the vetting process.

Core Responsibilities:

Coordinate J-1 Trainee/Intern programs:

- Communicate with CICD's international partner organizations
- Conduct webcam screening interviews with international candidates for program participation
- Speak with prospective internship supervisors located throughout the US and across different professional trades
- Assist U.S. internship host companies in creating training program outlines
- Assist current international participants and host employers with all aspects of program participation and compliance
- Correspond with prospective and current participants and host companies
- General office administration and data management (entry, review and maintenance)
- Assist with visa related document mailings for program participants
- Other tasks and projects as assigned

Core Competencies:

- Demonstrated skills in planning, organization and time management
- Ability to communicate essential and potentially sensitive information in a personable yet professional manner via phone and email
- Desire and ability to work both collaboratively as a team as well as individually
- Ability to remain detail-oriented and organized under tight deadlines
- Sense of humor and positive attitude
- Ability to multi-task in a fast-paced environment

Required Experience:

- Bachelor's degree or higher in a field related to international studies, business, or communications
- At least two years of professional experience, preferably in customer service, business administration, international relations or related field
- Experience using databases
- Familiarity with MS Office and Google G Suite tools
- Experience working with non-native English speakers
- Experience with conflict resolution and de-escalation
- Local candidates only

Desired but not required:

- Experience delivering sensitive information to key stakeholders in high-pressure situations
- Familiarity with CRM Software such as HubSpot, Salesforce, Zoho
- Experiencing with editing
- Professional proficiency in a foreign language a plus
- Experience studying, working, or interning abroad

Location: Seattle, WA (University District)

Start Date: July (Immediately)

Hours: Full time (Monday through Friday)

Salary: DOE plus:

- Medical, dental, and vision insurance (multiple options offered, including employer sponsored HSA)
- Employer matched retirement plan

To apply for this position:

1. E-mail your cover letter, resume, and a writing sample* as attachments to CICD at [resumes\(at\)cicdgo.com](mailto:resumes(at)cicdgo.com).
2. In the subject line please write "Application for CICD Coordinator Position" to ensure our immediate attention.

*Include at least one independent writing sample demonstrating professional level written communication.

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