

Position Title:**J-1 Teacher Education Program Coordinator****Job Description:**

Join the Center for International Career Development (CICD) team for an exciting position in the field of international education programs. CICD sponsors more than 2400 participants annually from around the globe to take part in our J-1 teacher, teaching and other internships, 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 passionate about international exchanges, language and cultural education, a fast learner and team player, we invite you to join CICD's International Education Team! We sponsor international educators to come to the US to teach and share their culture with American students, and learn new methodologies to bring back to their home countries. Our team is dynamic and constantly improving, building, and brainstorming ways to make our program better.

Our J-1 Teacher Program focuses on promoting cultural exchange through J-1 Teachers working in American classrooms. The Education Program Coordinator is responsible for providing host schools and Teachers with professional guidance, thorough vetting and programming excellence in compliance with J-1 teacher program regulations. We ensure that program participants and their host communities get the most out of their cultural programs.

Core Responsibilities:

- Coordinate and Support J-1 Teacher program stakeholders
- Build and maintain strong working relationships with international partner organizations
- Screen, review, and process J-1 Teachers' visa-related documentation
- Conduct webcam screening interviews with Teacher Program candidates
- Communicate with US Host school staff about the J-1 Teacher program
- Provide ongoing professional support to all CICD J-1 teachers and host schools
- Create and maintain accurate database records
- Enjoy working in a supportive, collaborative work environment in an open office environment and close-knit team
- Other duties as assigned

Core Competencies:

- Ability to solve problems creatively and diplomatically
- Ability to communicate essential, and potentially sensitive information, in a personable yet professional manner via phone and email
- Extremely detail-oriented and organized
- Excellent written and verbal and communication skills
- Efficient and effective data management skills
- Ability to manage priorities and time in a fast-paced environment
- Excellent customer service skills, and the ability to remain calm in potentially stressful situations
- High desire and ability to work both collaboratively in a team as well as individually
- Ability to remain detail-oriented and organized under tight (school and consular) deadlines
- Good sense of humor and positive attitude
- Ability to multi-task in a fast-paced environment

Required:

- Bachelor's degree or higher in a field related to international studies, cultural exchange, business, communications, etc.
- At least two years of professional experience, preferably in customer service, business administration, international relations or related field
- Ease using databases, MS Office and Google G Suite tools
- Experience working with non-native English speakers
- Proven experience in problem solving
- Local candidates (reasonably located near Seattle) only

Desired but not required:

- Experience handling sensitive information with key program stakeholders
- Familiarity with CRM Software, e.g.HubSpot, Salesforce, Zoho, etc.
- Professional proficiency in a foreign language a plus
- Experience studying, working, or interning abroad

Location: Seattle, WA (University District)

Start Date: ASAP

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. Email 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 "Education Program Coordinator Position" to ensure our immediate attention.

*Include at least one independent writing sample of yours that demonstrates professional level written communication.

Please do not call CICD. We will contact selected applicants to arrange interviews.