



**Center for International Career Development**  
4530 Union Bay Place NE, Suite 214  
Seattle WA 98105, USA  
Phone: 206-985-2115  
[www.cicdgo.com/](http://www.cicdgo.com/)

## **Position Title: CICD International Programs Assistant**

### **Company/Position Description:**

CICD is seeking a motivated and skilled Assistant to our International Programs Manager. Center for International Career Development (CICD) is a U.S. Department of State-designated J-1 program sponsor organization based in Seattle. We facilitate international internships, training and work and travel programs for qualified international participants from around the world.

Start Date: Immediate  
Hours: 40 hours / week  
Compensation: DOE  
Location: Seattle, WA (University District)

### **Tasks and Activities:**

#### **PROGRAM PROMOTION**

- Accompany Program Manager to presentations at culinary schools, career fairs and other venues
- Update marketing materials, online content and program descriptions (Photoshop/graphics a plus)
- Communicate with clients via electronic/social media to market our programs (in French and English)

#### **PARTICIPANT PROCESSING AND ENROLLMENT**

- Assist with participants' enrollment, selection, placement, interviews, documents, assessment, invoicing...
- Prepare participant applications for enrollment in overseas partner programs
- Answer participants' questions/concerns

Assist with:

- Training Agreements and relevant documents for partners and governments.
- Checking visa-related matters
- Booking insurance
- Preparing and organizing pre-departure meetings at the Seattle office
- Sending pre-departure packages
- Confirming arrival pick-up with partners
- Processing partner payments

#### **PROGRAM-RELATED TASKS**

- Confirm and coordinate participant destination arrival and pick-up with host companies.
- Review participant/company check-in confirmations
- Compile comments, reviews, testimonials and photos for website gallery
- Send end of program evaluations and certificates of completion to host companies and participants
- Assist with preparing annual "Returnee" events with former and future participants

### **Position Requirements:**

- English Fluency
- French Fluency
- 40 hours/week
- Extremely detail-oriented and organized

- Great people skills
  - Excellent writing and communication skills
  - Familiar with MS Windows and MS Office
  - Fast learner who excels at cooperative team work
  - Able to multitask in a fast-paced, international environment
  - Sense of humor and positive attitude
  - Experience working with non-native English speakers
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**To apply for this position:**

1. E-mail your cover letter, resume, and a writing sample\* as attachments to CICD at [resumes@cicdgo.com](mailto:resumes@cicdgo.com). To ensure our immediate attention, please write “**International Programs Position**” in the subject line of your e-mail.

\* Include at least two independent writing samples demonstrating professional level communication: one in French and one in English.

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