

Program Coordinator for J-1 Teaching Internships in the USA

Description:

Join the Center for International Career Development (CICD) team in the challenging position of Program Coordinator for J-1 Teaching Internships in the USA. CICD sponsors more than 2400 participants annually from around the world for 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 team player and fast learner who is passionate about international exchange, language and cultural education, we invite you to join our Trainee/Intern team!! We focus on helping international students participate in career building, and life changing internships in the US. We provide professional guidance and thorough vetting of their internship placements to ensure they maximize their program outcomes.

CICD's International Teaching Intern Program (ITIP) enables qualified International Interns in Education (often called "teaching assistants") to embark on challenging teaching internship opportunities at K-12 American schools on CICD's J-1 visa program. Every year these Internships in Education open doors to a mutually beneficial exchange of ideas, methodologies, and culture. Interns gain and hone valuable skills in teaching environments abroad, improve their English, and experience American life and school culture.

Core Job Responsibilities:

- Coordinate J-1 Trainee/Intern programs
- Communicate with CICD's international partner organizations
- Conduct screening interviews with international candidates for program participation
- Coordinate with prospective mentor teachers and school district representatives located throughout the US as part of the vetting process
- Assist U.S. internship host schools and private companies in composing training outlines
- Assist current international participants with all aspects of program participation and compliance
- Correspond with prospective and current participants, host schools and companies
- General office administration and data management

Basic Qualifications:

- Bachelor's degree or higher in related field and/or relevant work experience
- Related experience in education or education administration
- Excellent written and verbal communication skills -- experience with editing a plus
- Experience working with non-native English speakers and foreign languages
- Working familiarity with MS Office Suite, Google Suite, and Windows O.S.

Proven ability, willingness and desire to:

- Remain detail-oriented and organized under tight deadlines
- Multi-task in a fast-paced environment, delivering sensitive information accurately to key stakeholders in high-pressure situations
- Contribute to improving and expanding CICD programs and processes
- Maintain a sense of humor and positive attitude!



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Desired but not required:

- Professional proficiency in a foreign language (German, French, or Spanish) strongly preferred
- Experience with CRM software (HubSpot or other) a plus
- Classroom teaching experience a plus

Start Date: Immediate

Hours: Full time (Monday through Friday)

Location: Seattle, WA (University District)

Salary: DOE plus:

- Health, vision and dental 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@cicdgo.com.
2. In the subject line please write "Program Coordinator for J-1 Teaching Internships in the USA" 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.

